

necessary to integrate policy and guidance development, pipeline support activities and regional coordination to promote sound and efficient program implementation. The success of the organization is highly dependent on maintaining close coordination and teaming across the five regional centers and the other centers. The five regional centers foster action-oriented program analysis and evaluation to connect regional site knowledge with policy and guidance development. The focus of the five regional centers on the Regions as primary customer should enhance communications between Headquarters and the Regions and provide a synergy to create useful program policy and guidance to help the Regions achieve program goals including the development of State capabilities in their Regions. The five regional centers also assist the other centers with emergency response coordination, data management, quality assurance, and budget and resources management.

Emergency response coordination responsibilities include information management, regional resources support policy development and interpretation, response planning and exercise participation, inter- and intra-Agency coordination, and regional coordination activities in nationally significant and natural disasters hazardous substance/oil events. The latter includes regional coordinators servicing as the primary contacts for the EPA Regions as part of Headquarters incident coordination. This activity may occur at their designated office, the Agency Emergency Operations Center or other locations (FEMA Headquarters, EPA Regional Office, site command post, or disaster field office).

The five Centers provide hands-on policy and technical support to the Regions across the full spectrum of Superfund and Oil response pipeline activities. The Center Directors report to the OERR Immediate Office.

Each Center is the central point of contact for the assigned regions and is responsible for providing regional coordination support. The Centers include staff with expertise in all areas of the Superfund responsible pipeline including site assessment, emergency/removal response, remedial response, and risk assessment. Staff provide day-to-day policy and technical guidance to regional Remedial Project Managers (RPM's), On-scene Coordinators (OSC's), Site Assessment Managers, and risk assessors on a wide range of general and site specific issues. Working from a baseline understanding of the Regions' strength and weaknesses, assistance is provided by researching new and unusual questions and making recommendations on how to deal with complex problems, and by identifying the necessary resources and contract support to help implement Superfund response actions effectively and efficiently. The staff also participate in program reviews in the regions to assess program performance and identify areas for improvement. Significant occurring problems become targets for in-depth analysis and future policy and guidance development. Finally, the Centers' staffs use their knowledge of regional operations to prepare periodic reports on regional accomplishments, progress and problems, and respond to quick turn-around, site-specific requests for information from senior management for Congressional requests, regional visits, or other needs.

Each Center works with the executive leadership, the Senior Process Managers and the Centers Directors and staff in the other Centers; Center staff participate on cross-organizational team leader and team member roles to address specific projects or initiatives. Each Center Director, working with the other Center Directors and Senior Process Managers, defines program goals and provide broad policy direction for cross-organizational teams, and serves as a mentor to guide and support team performance. Cross-organizational teaming for policy and guidance development is a critical element of each Center's performance to ensure that a broad spectrum of expertise and experience is captured, and to ensure close coordination with the Center's regional coordination function, the needs and experience of the Regions, and the results of the Center's program review and evaluation activities. Finally, cross-organizational teaming for policy and guidance development leads to more consistent implementation support to the Regions.

Each Center is the lead for specific functional areas of the program. Functional areas are defined through the annual planning cycle to allow flexibility to adjust priorities bases on program needs.

- j. **STATE, TRIBAL, AND SITE IDENTIFICATION CENTER.** The State, Tribal, and Site Identification Center integrates OERR's activities to identify sites and facilitate the development of core capability among

State and Tribal Superfund programs. State, Tribal and local roles are expanding, with EPA, the States and Tribes working together on site listing and cleanup issues. Close coordination is beneficial to efforts such as State deferral and voluntary cleanup policy development. The Center Director reports to the OERR Immediate Office.

This Center is responsible for coordinating all aspects of State, Tribal, and local government involvement in implementation of accelerated response at sites. It also serves as the focal point for State, Tribal and local government associations interaction with OERR. This Center interprets the State and Tribal provisions of CERCLA and its regulations; builds State and Tribal capacity to implement and support the Superfund program; leads programmatic initiatives to increase State/Tribal responsibilities including program authorization or delegation; and provides training on State and Tribal issues. This Center manages the National Priorities List (NPL) listing process. The process includes working with the Regional Center Staffs to identify appropriate candidate sites; performing quality control review and gathering additional scoring information as needed; working on policy issues that need to be resolved prior to proposing or finalizing sites responding to comments on proposed sites and gathering additional information for those responses; writing proposed and final rule preambles and background materials; managing proposed and final rules; responding to letters, request and FOIAs from Congress, law firms, EPA management and the general public; and meeting with PRPs and other member of the public when requested.

This Center provides Hazard Ranking System (HRS) guidance and criteria; updates the chemical database (SCDM) used to develop HRS scoring factors; manages the listing support contract; works with the appropriate contacts in the Federal Facilities Restoration and Reuse Office (FFRRO) to address/list Federal facility sites and deal with the large number of Federal facility policy issues; and provides HRS training.

3. **OFFICE OF SOLID WASTE.** The Office of Solid Waste (OSW) contributes to the Agency's goal of protecting human health and the environment. Its principal responsibility is to build a national waste management program, implemented through EPA Regional Offices and State Programs, to manage solid and hazardous waste in the United States. OSW implements this program through the promulgation of regulations, policies, and guidance that apply to facilities and persons generating, transporting, treating and disposing of hazardous and solid waste and by developing national policies and programs to support resource conservation through pollution prevention and environmentally sound recycling.

- a. **COMMUNICATIONS, INFORMATION, AND RESOURCES MANAGEMENT DIVISION.** The Communications, Information and Resources Management Division (CIRMD), under the supervision of a Director, reports to the Office Director and is responsible for the following functions: coordinating with OSW Divisions and other EPA Headquarters and regional offices to assess customer needs for information and evaluate effectiveness of service on hazardous and solid waste outreach efforts; managing an outreach and communications program to increase public awareness about hazardous and solid waste programs and issues; developing and implementing RCRA communications plans; overseeing Federal Register submissions; developing OSW publications and products; managing the Office's Policy Directives System; investigating and developing multi-media tools, including Internet, to publicize hazardous and solid waste initiatives; managing the RCRA Docket, Information Center and RCRA Hotline; coordinating responses to Freedom of Information Act (FOIA) questions; and coordinating responses to controlled correspondence.

The Division provides administrative, budget and contract management support to the Office. In the area of administrative management, this Division coordinates personnel services, performance-measurement and awards programs, and employee development and training. The Division coordinates facility management services, including telecommunications, space management, and building and labor services. In the area of strategic planning and budget, it is responsible for coordinating development and annual update of the OSW Strategic Plan, and developing and executing the Office budget. This includes coordinating senior management decision making process for budget; developing all budget requests and hearing preparations for senior management; allocating and monitoring of the Office's operating budget; and coordinating OSW's Management Integrity Program (MIP). In the area of contracts management, the Division coordinates

contracts management policy for OSW; serves as primary liaison between OSW and the Office of Acquisition Management; evaluates processes by which the Office manages and utilizes contracts; and designs and implements procedures to best use and monitor existing and new contracts.

The Division provides ongoing management for the operations of national RCRA information systems, and all aspects of system life cycle activities, which include coordination with OSW Headquarters Divisions, the Office of Enforcement and Compliance Assurance (OECA), Regions and States for system and data requirements. This Division serves as a leader for technology aspects of the Waste Information Needs (WIN) initiative. Through this initiative, the Division identifies strategic directions in new technology to provide the environment for development, implementation, and operation of future national RCRA information systems. In addition to supporting routine and special requests requiring information from national RCRA data systems (e.g., FOIA reports or responses to Congressional inquiries), the Division promotes continuous improvement to the kinds of RCRA information available (e.g., types of reports or other data representations, including graphics), as well as the ways in which that information is available (e.g. new media such as CD-ROM based packaging of data, expanded Internet capability). The Division provides coordination and liaison on Information Collection Requests (ICRs), manages access to RCRA Confidential Business Information (CBI), and monitors and manages resources for OSW's information and telecommunications components of the Agency Working Capital Fund. This Division manages the delivery of Information Technology support for all OSW Headquarters Divisions, including the operation and enhancement of local area network (LAN) capability, desktop PC capability, related software and hardware acquisition, and training.

- b. **ECONOMICS, METHODS, AND RISK ANALYSIS DIVISION.** The Economics, Methods and Risk Analysis Division (EMRAD), under the supervision of a Director, reports directly to the Office Director and is responsible for the following functions: evaluating toxicological and exposure data; developing health- and ecological- based numbers in conjunction with the Office of Research and Development; providing human health and ecological risk assessment support to all RCRA programs; developing and applying multimedia fate and transport models to assist with the evaluation of the ecological and human health impacts of solid - waste management systems; and conducting demographic and risk analyses to evaluate environmental justice issues related to the RCRA program.

The Division develops and evaluates sampling, statistical, and analytical methods to support RCRA regulations and policies and develops and implements the RCRA quality assurance program. The Division is also responsible for preparing formal regulatory impact, regulatory flexibility, and unfunded mandate analyses for major regulations, policies and legislative proposals; providing detailed assessments of the costs, benefits and economic impacts of regulatory and non-regulatory strategies, and providing RCRA policy analysis support. The Division provides training and assistance to other OSW divisions and State and Regional officials on issues related to methods, sampling, risk assessment, and economic, cost and benefits analysis.

- c. **HAZARDOUS WASTE IDENTIFICATION DIVISION.** The Hazardous Waste Identification Division (HID) is responsible for conducting industry studies to determine which wastes should be listed as hazardous, and identifying the "characteristics" (e.g, ignitability) of hazardous wastes. The Division is also responsible for evaluating delisting petitions to exclude certain listed wastes from regulations under Subtitle C, developing regulations and guidance regarding medical wastes and used oil, defining what are solid wastes, and developing regulations for hazardous waste recycling. The Division develops regulations regarding generators and transporters of hazardous wastes, including waste exports, and provides technical guidance on regulations and guidelines with respect to waste identification and to industry, Regional and State officials, and the general public.

Three branches within the Division have the following duties and responsibilities: Waste Identification Branch is responsible for determining whether wastes should be "listed" as hazardous and regulated under Subtitle C of RCRA. WIB is also responsible for processing petitions and establishing national policy on delisting (excluding) specific hazardous wastes at particular facilities from the hazardous waste regulations. The

Generator & Recycling Branch is responsible for developing national policies and regulations in the areas of the definition of solid waste, hazardous waste recycling, the generation, transportation, and storage of hazardous wastes, and medical waste and used oil management. The Branch also is responsible for responding to inquiries regarding regulatory interpretations. The International and Special Projects Branch is responsible for international waste issues, including representing the United States in international multilateral negotiations and major international meetings on waste issues. The Branch is also responsible for special projects, including the development of the Hazardous Waste Identification Rule for process wastes, issues related to the existing hazardous waste "characteristics," and contracts management for the Division.

- d. **HAZARDOUS WASTE MINIMIZATION AND MANAGEMENT DIVISION.** The Hazardous Waste Minimization and Management Division (HWMMD), under the supervision of a Director, reports directly to the Office Director and is responsible for the following functions: encouraging the minimization of the amount of hazardous waste requiring treatment and disposal, and developing safe standards for any waste requiring treatment. It also is responsible for identifying the hazardous waste generation, treatment, storage, and disposal data that must be reported to the Office of Solid Waste for it to achieve its strategic goals under RCRA. Key elements in HWMMD's implementation of its mission include the Waste Minimization National Plan, the Land Disposal Restrictions Program, the EPA Combustion Strategy, and the Waste Information Needs Project.

In order to fulfill its mission, the Hazardous Waste Minimization and Management Division is organized into three branches: the Waste Minimization Branch, the Waste Treatment Branch, and the Information and Analysis Branch. These branches provide the staff for both intra-division and cross-division teams, as well as supporting projects managed by individual staff members. The Division also works closely with other EPA offices and States to assure full consideration of multimedia issues, and effective implementation of rules and policies, and to ensure appropriate enforcement.

- e. **MUNICIPAL AND INDUSTRIAL SOLID WASTE DIVISION.** The Municipal and Industrial Solid Waste Division (MISWD), under the supervision of a Director who reports to the Office Director of the Office of Solid Waste, is responsible for the following functions: developing guidance, regulations, reports to Congress, policy, and information on municipal, industrial and extractive wastes; identifying and analyzing regulatory and non-regulatory approaches aimed at ensuring safe management of municipal, industrial, and extractive wastes; providing technical guidance to industry, Regional, State and Tribal officials, and the general public related to waste prevention, recycling, and disposal; and developing guidance, policy, and regulations on the safe management and disposal of municipal waste combustor ash.

MISWD is also responsible for developing policy on municipal and industrial facility siting; management of household hazardous and conditionally exempt small quantity generator hazardous wastes; developing and implementing guidelines applicable to the purchase of recycled products; overseeing Regional implementation activities in the areas of waste prevention, recycling, and disposal; and managing outreach programs to provide technical assistance to State and local governments. The Division is also responsible for coordinating the development of municipal solid waste combustion air emission rules with the Office of Air and Radiation.

Additionally, the division is responsible for developing data on municipal solid waste generation, recycling, and disposal, including land filling and incineration, and for measuring progress toward the national goals of recycling 25 percent of municipal solid waste and reducing municipal waste generation rates to 1990 levels.

- f. **PERMITS AND STATE PROGRAMS DIVISION.** The Permits and State Programs Division (PSPD) is responsible for the nationwide implementation of a program to control hazardous wastes, including the permitting of facilities and the authorization of States to operate their programs in lieu of a Federal program. The Division develops regulations, provides oversight, guidance and support for Regions, States and Tribes in implementing a hazardous waste management program under Subtitle C of the Resource Conservation and Recovery Act (RCRA).

The Division has overall responsibility for the development, administration, and implementation of the hazardous waste permit program. The Division is specifically responsible for implementing the corrective action, permitting and state authorization programs. It is also responsible for developing regulations and guidance for financial assurance for Subtitles C and D, permit policy and oversight, the no-migration petition programs, providing RCRA compliance guidance for the Waste Isolation Pilot Program (WIPP), developing and implementing siting standards, the mixed waste program, environmental justice concerns related to the hazardous waste program, and developing guidance for ground-water protection standards, monitoring and providing technical assistance for Federal agencies, State, Tribal, Regions and the regulated community. The Division operates with three Branches: Federal, State and Tribal Programs Branch, Corrective Action Program Branch and Permits Branch.

4. **OFFICE OF UNDERGROUND STORAGE TANKS.** The Office of Underground Storage Tanks (OUST), under the supervision of a Director, defines, plans, develops, and implements the legislative requirements established under the Hazardous and Solid Waste Amendments to RCRA of 1984, mandating that the EPA regulate leaking underground storage tanks that contain petroleum and hazardous substances (all substances defined as hazardous under CERCLA). The Office defines the extent of the existing problem, formulates strategies, and implements activities to reduce future contamination of the Nation's ground water.

The Office develops and promulgates rules such as notification requirements for underground storage tanks (USTs), technical and corrective action requirement for existing tank systems, new tank standards, interim prohibition regulation, and State program approval requirements.

The Office develops strategies to communicate to the public and the regulated community the mandated requirement and environmental benefits of the UST program. The Regional offices manage the State program approval process, which includes the review and approval of State programs for compliance with federally established performance standards, and the distribution of grant monies to States to implement and carry out UST program activities.

The Office performs overall coordination of the UST program within and outside the Office of Solid Waste and Emergency Response including coordination with the Office of Research and Development regarding regulation development and the assessment of leak detection/monitoring systems, tank material compatibility protocols, and tank installation standards. In addition, the Office serves as the point of contact within the Office of Solid Waste and Emergency Response to ensure effective and timely response to ground water contamination incidents.

The Office plans, implements, and oversees the utilization of the UST Trust Fund established by the Superfund Amendment and Reauthorization Acts of 1986 (SARA); develops the organization, budget, and reporting structures and systems to manage the Trust Fund; provides policy framework and guidance to regions to assess State capabilities to undertake enforcement and corrective actions; conducts oversight of program implementation including Regional State cooperative agreements and expenditure of Trust Fund monies; and develops policy and guidance to ensure that Trust Fund usage is consistent with the Office's regulatory responsibilities under Subtitle I of RCRA.

- a. **POLICY AND STANDARDS DIVISION.** The Policy and Standards Division, under the supervision of a Director, reports directly to the Office Director. The Division proposes and promulgates technical regulations for task systems and guidance materials for EPA Regions and States; conducts or coordinates technical studies and research; develops policy and guidance materials for EPA Regions and States; conducts regulatory impact analysis; develops regulations for financial responsibility; formulates policy for Trust Fund utilization; reviews Site Actions Plans; maintains the Removal Tracking Systems; processes requests for waivers of removal ceiling limits; tracks, oversees and evaluates Regional immediate and planned removal activities; conducts Spill Prevention Control and Countermeasure and prevention activities; supports removal enforcement activities and removal response claims; develops removal implementation policy, guidance and training policy; participates in Regional program reviews; and manages removal contracts and coordination with Regional Deputy Project Officers; develops supplementary contract capabilities; manages the removal cost control systems; and manages State Superfund Contacts and Interagency Agreements for removal activities

as required. The division is also responsible for developing policy on reportable quantities and coordinating with OSW on the listing of reportable quantities; developing oil sheen, designation and dispersant (subpart H) rules and regulations; reviewing Agency listings and actions impacting the removal program; conducting analyses and participating in activities related to underground leaking storage tanks; maintaining the RCRA/Superfund Hotline; and coordinating, as necessary, with other OERR and Agency organizations in activities related to the removal and response programs.

- b. **IMPLEMENTATION DIVISION.** The Implementation Division, under the supervision of a Director, reports directly to the Office Director. The Division maintains contact with EPA Regions to monitor the status of UST program activities throughout the country; conducts Regional oversight visits and reviews; coordinates activities, as needed, with the OERR's Emergency Response Division; manages the State program approval process; and prepares financial reports. It provides additional grant management and strategic planning services; provides communications services for all of OUST; develops training and technical assistance programs; and develops a strategy and implementing mechanisms for State program approvals. The Division performs oversight of the development and implementation of State programs in their entirety, including establishment of State priorities, and coordinates with OECA in integrating the Agency enforcement goals into the UST/LUST program's national goals and objectives.

September 28, 1999

MEMORANDUM

SUBJECT: One-Time Delegation of Authority to Enter into Assistance Agreements with Federally Recognized Indian Tribes Pursuant to P.L. 105-276

TO: Timothy Fields, Jr.
Assistant Administrator
Office of Solid Waste and Emergency Response

Regional Administrators

You are hereby delegated authority to enter into assistance agreements with Federally recognized Indian Tribes pursuant to P.L. 105-276 for the development and implementation of programs to manage hazardous waste and underground storage tanks, and for the same purposes as are set forth in section 9003(h)(7) of the Resource Conservation and Recovery Act.

This one-time delegation of authority will remain in effect until December 31, 1999. This delegation is limited to the purpose stated above. This authority may be redelegated to the Division Director level, or equivalent, and may not be redelegated further.

/s/

Carol M. Browner

September 28, 1999

MEMORANDUM

SUBJECT: One-Time Delegation of Authority to Approve a Grant Under Section 8001(a) of the Resource Conservation and Recovery Act

TO: Felicia Marcus
Regional Administrator, Region 9

You are hereby delegated the authority to approve a grant to build an environmental education center in Highland, California, from funds made available under the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1998, PL. 105-65 and as authorized under Section 8001(a) of the Resource Conservation and Recovery Act.

This is a one-time delegation of authority and it expires on December 31, 1999. This delegation may be redelegated to the Division Director level, or equivalent, in your Region, and may not be redelegated further.

/s/
Carol M. Browner

September 28, 1999

MEMORANDUM

SUBJECT: One-Time Delegation of Authority to Implement the Provisions of Sections 112(r)(7)(H) for Activities Concerning Distribution of Off Site Consequence Analysis Information

TO: Timothy Fields, Jr., Assistant Administrator
Office of Solid Waste and Emergency Response

You are hereby delegated authority to implement the provisions of Section 112(r)(7)(H) of the Clean Air Act (CAA) concerning distribution of off site consequence analysis (OCA) information to covered persons.

Section 112(r)(7)(H) of the CAA requires that OCA information be made available to covered persons beginning August 5, 1999. A proposed long-term delegation to you of the authority to implement these and other Section 112(r) provisions is presently undergoing internal Agency review. In the meantime, it is necessary to distribute OCA information to a number of covered persons in order to conduct a test of the software that will make the information available electronically to all covered persons. In addition, other covered persons may request the OCA information during the time the long-term delegation is under review.

This one-time delegation authorizes you to implement the statutory provisions concerning distribution of OCA information as needed to conduct the test and to respond to requests from covered persons that may be received. This authority may be redelegated to the Director, Chemical Emergency Preparedness and Prevention Office and to the Division Director level within that office. The authority may not be redelegated further.

This one-time delegation of authority will remain in effect until December 31, 1999.

/s/
Carol M. Browner



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

AUG 31 2012

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Request for Temporary Delegation of Authority to the Principal Deputy Assistant Administrator for the Office of Research and Development

FROM: Craig E. Hooks, Assistant Administrator

A handwritten signature in black ink, appearing to read "Craig E. Hooks", is written over the printed name.

TO: Lisa P. Jackson
Administrator

ISSUE

The purpose of this memorandum is to request temporary delegation of authority to the principal deputy assistant administrator for the Office of Research and Development. This delegation would allow the PDAA to take all necessary action in performance of functions and duties that are delegable to the ORD assistant administrator and, which in turn, may legally be re-delegated to the PDAA. The PDAA may re-delegate authority consistent with the U.S. Environmental Protection Agency delegations manual. Such a re-delegation would not divest the principal deputy of the power to exercise that authority, which the principal deputy or you could revoke at any time.

BACKGROUND

Effective on September 16, 2012, the ORD will not have an assistant administrator or an acting assistant administrator. The resignation of the incumbent became effective on February 12, 2012. The President is not expected to submit a nomination to fill the position nor make a recess appointment before September 16, 2012. Therefore, pursuant to the timing provisions of the Federal Vacancies Reform Act, no person will be able to serve as the ORD acting assistant administrator. Rather, the position must remain vacant unless and until the president submits a nomination for a new assistant administrator or makes a recess appointment.

REVIEW AND ANALYSIS

The PDAA currently serves as the ORD senior management official, and will do so for the foreseeable future. There are a substantial number of actions, functions, and duties that you now must perform which had been previously delegated to the ORD assistant administrator.

Three of those delegations (relating to forfeiture of annual leave, assertion of the deliberative process privilege, and entry into cooperative agreements and licensing agreements under the Federal Technology Transfer Act) cannot be re-delegated and will require action by you until a nomination is submitted (or the position filled by recess appointment). For the remaining delegations; however, the ORD acting assistant administrator can re-delegate authority to subordinate ORD officials, and this temporary delegation will address those authorities. This request for temporary delegation has been reviewed by the Office of General Counsel.

RECOMMENDATION

I recommend that you approve this request for temporary delegation of authority to the ORD PDAA.

Attachment



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

SEP - 7 2012

MEMORANDUM

SUBJECT: Request for Temporary Delegation of Authority to the Principal Deputy Assistant Administrator for the Office of Research and Development

FROM: Lisa P. Jackson

TO: Lek Kadeh
Principal Deputy Assistant Administrator
Office of Research and Development

I hereby grant you temporary delegation of authority in your capacity as principal deputy assistant administrator of the Office of Research and Development to take necessary action in performance of all functions and duties previously delegated to the assistant administrator for ORD in the U.S. Environmental Protection Agency's *Delegations Manual* that could have been redelegated to a subordinate official in ORD. In the event that another EPA official becomes the ORD principal deputy assistant administrator – in a non-acting capacity – prior to the expiration of this temporary delegation, this temporary delegation continues in effect for the position of ORD principal deputy assistant administrator.

1. **AUTHORITY.** To take necessary action in performance of all functions and duties previously delegated to the ORD assistant administrator in the EPA's *Delegations Manual* that could have been redelegated to an ORD subordinate official. The principal deputy assistant administrator is also designated as the responsible official when a limitation in the manual requires other agency offices or regions consult, coordinate with or obtain the approval or concurrence of the ORD assistant administrator before taking action.
2. **TO WHOM DELEGATED.** Principal deputy assistant administrator for the Office of Research and Development.
3. **LIMITATIONS.** This temporary delegation of authority is limited to the purposes stated above and will remain in effect until the President submits a nomination for the position of assistant administrator or makes a recess appointment to fill the vacant position. It does not supersede or alter any previous redelegations of authority made by the ORD assistant administrator.
4. **REDELEGATION AUTHORITY.** The principal deputy assistant administrator may redelegate authority consistent with the EPA *Delegations Manual*. Such a redelegation would not divest the principal deputy assistant administrator of the power to exercise that authority, which the principal deputy assistant administrator or I may revoke at any time.
5. **REFERENCES.** None.

Craig-

This is a temporary delegation of authority to the PDAA for ORD.

Lek Kadeli is the Acting AA/ORD, but his term will expire September 16, 2012 due to the Vacancies Act.

- The Vacancies Act limits an appointment into an Acting AA position to 210 days when there is no nominee.
- Since the President is not expected to make a recess appointment before September 16, 2012, no person may serve as the ORD acting AA.

This delegation will allow the PDAA (which will be Lek) to serve as the senior ORD official for a substantial number of actions where the Administrator delegated the function to the AA that may be redelegated to the PDAA other specific subordinate position.

- The delegation is to the position not the person. If another person becomes the PDAA for ORD, this delegation will remain in effect.

There are, however, statutory requirements that are cannot be redelegated to the PDAA and will require action by the Administrator. They relate to:

- Forfeiture of annual leave;
- Assertion of the deliberative process privilege; and
- Entering into cooperative agreements and licensing agreements under the Federal Technology Transfer Act.

OGC concurs with this temporary delegation.

A handwritten signature in black ink, appearing to be "Susan", is written diagonally across the page.



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JUL 13 2015

MEMORANDUM

SUBJECT: Temporary Delegation of Authority for the U.S. Environmental Protection Agency's Office of Research and Development Deputy Assistant Administrator and Science Advisor to Perform Duties Delegated to the Assistant Administrator

FROM: Gina McCarthy 

TO: Thomas A. Burke, Deputy Assistant Administrator and EPA Science Advisor
Office of Research and Development

I hereby grant authority to you in your capacity as the U.S. Environmental Protection Agency's Office of Research and Development deputy assistant administrator and EPA science advisor to take necessary action in performing all functions and duties previously delegated to the ORD assistant administrator that could have been redelegated to a subordinate official in ORD. In the event that another agency official becomes the ORD deputy assistant administrator and agency science advisor in a non-acting capacity before this delegation expires, this delegation continues in effect for the position of the ORD deputy assistant administrator and agency science advisor.

Temporary Delegation of Authority for the ORD Deputy Assistant Administrator and the EPA Science Advisor to Perform Duties Delegated to the ORD Assistant Administrator

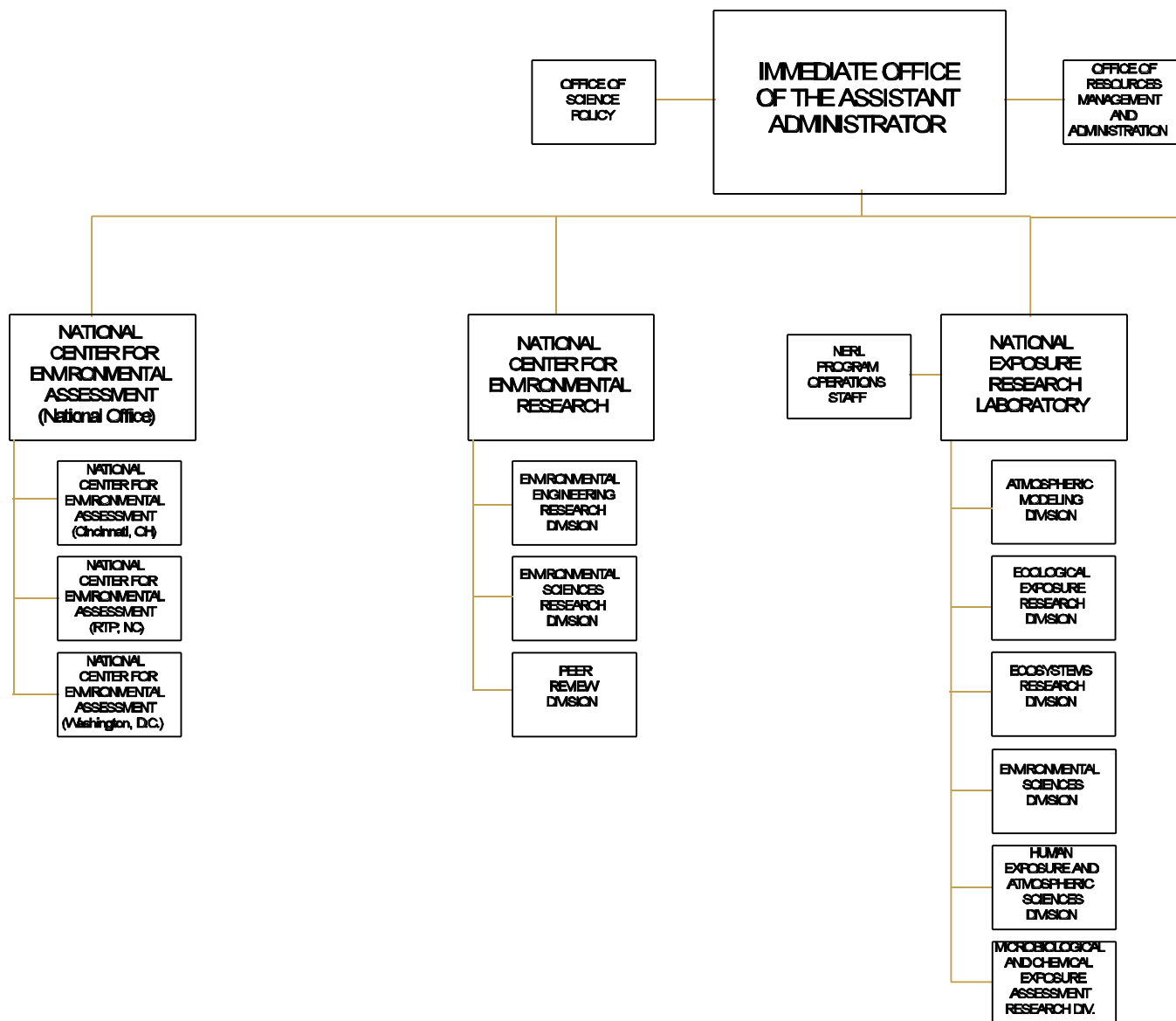
1. **AUTHORITY.** To take necessary action in performing all functions and duties previously delegated to the ORD assistant administrator that could have been redelegated to an ORD subordinate official. The deputy assistant administrator and agency science advisor is also designated as the responsible official when a limitation in delegations, orders and manuals requires other agency offices or regions to consult, coordinate with or obtain the approval or concurrence of the ORD assistant administrator before taking action.
2. **TO WHOM DELEGATED.** ORD deputy assistant administrator and agency science advisor.
3. **LIMITATIONS.** This temporary delegation of authority is limited to the purposes stated above and will remain in effect until the Senate confirms a presidentially appointed nominee for assistant administrator for the Office of Research and Development or the President makes a recess appointment to fill the vacant position. It does not supersede or alter any previous redelegations of authority made by the ORD assistant administrator.
4. **REDELEGATION AUTHORITY.** The ORD deputy assistant administrator and agency science advisor may redelegate authority consistent with the agency's delegations, orders and manuals. Such a redelegation would not divest the ORD deputy assistant administrator and

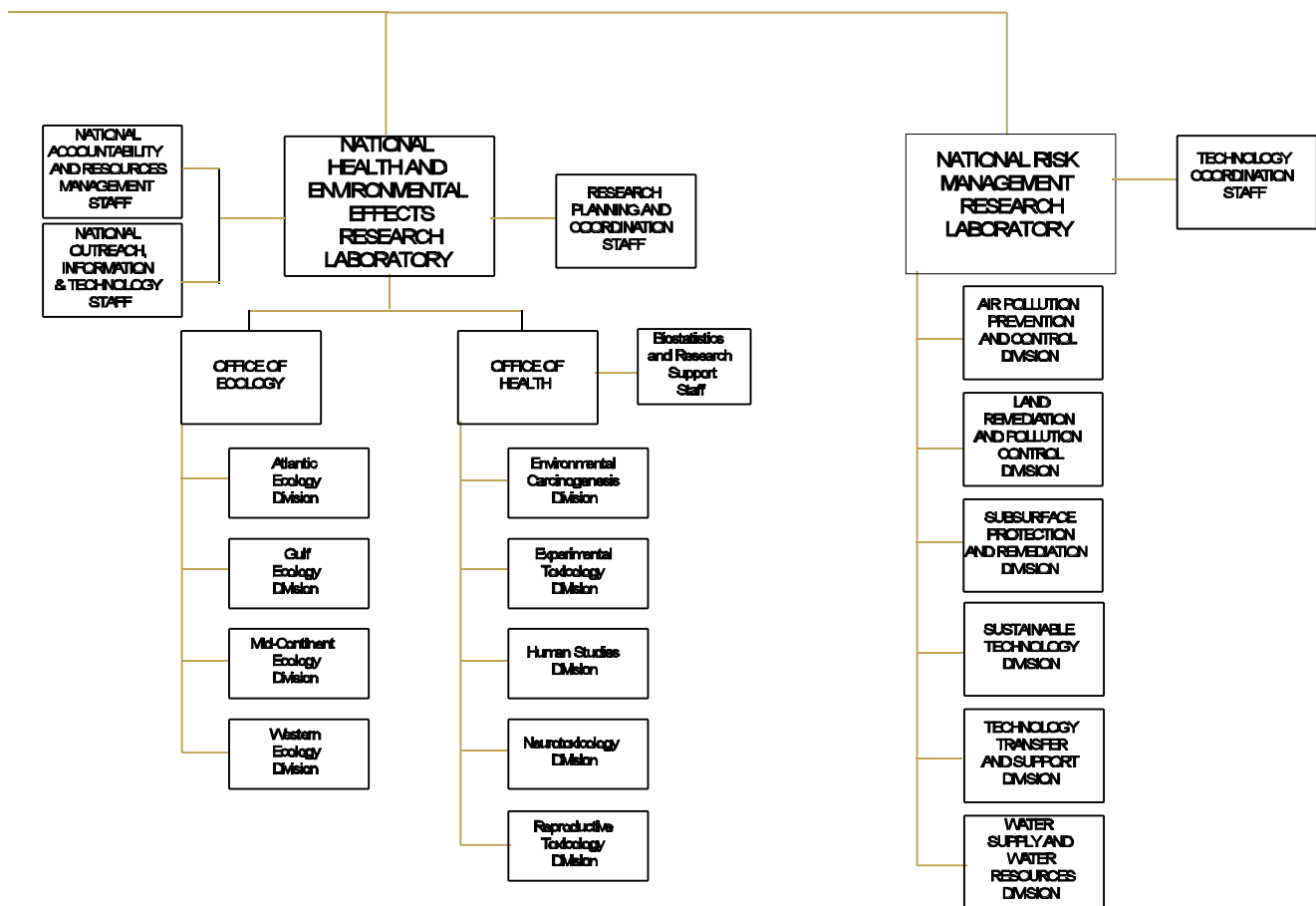
agency science advisor of the power to exercise that authority, which the ORD deputy assistant administrator and agency science advisor or the Administrator may revoke at any time.

5. REFERENCES. None.

OFFICE OF
RESEARCH AND DEVELOPMENT (ORD)

ORD ORGANIZATIONAL CHART





ORD FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR RESEARCH AND DEVELOPMENT.** The Office of Assistant Administrator for Research and Development: is responsible for policy leadership, and organizational and management direction for ORD; serves as the Congressional liaison for environmental science; participates in the development of Agency policy, standards, and regulations; provides for dissemination of scientific and technical knowledge, including analytical methods, monitoring techniques, and modeling methodologies; serves as coordinator for the Agency's policies and programs concerning environmental science, risk assessment and related problems; assures appropriate quality control and standardization of analytical measurement and monitoring techniques.

Background and Supplemental Information: As principal science advisor to the Administrator, the AA-ORD is assisted by a Deputy Assistant Administrator for Science (DAA-Sc) who provides technical and scientific reviews, expert consultation, and advice on Agency-wide scientific and technical program issues. Furthermore, the Assistant Administrator is supported by a Deputy Assistant Administrator for Management (DAA-Mgt), who: serves as the Senior Resource Official (SRO) for ORD and ensures the implementation of SRO duties and responsibilities as reflected in EPA Order 1130.2; represents the AA-ORD on all management, administrative and financial functions to ensure ethical, efficient, and effective fiscal and resource management accountability; and in the absence of the AA-ORD, performs the full range of responsibilities assigned to the AA-ORD.

- a. **OFFICE OF RESOURCES MANAGEMENT AND ADMINISTRATION.** The Office of Resources Management and Administration (ORMA), under the supervision of a Director and a Deputy Director, reports directly to the Assistant Administrator for Research and Development (ORD). The Director of ORMA, under the direction of the DAA-Management, serves as the delegated official responsible for carrying out the daily functions of the Senior Resource Official (SRO) as reflected in EPA Order 1130.2 for ORD financial and budget accountability including: implementation of ethical, effective resource management encompassing acquisition, assistance, budget, financial management and resource management integrity; management systems development and implementation; extramural resource management involving contracts, small purchases, grants, loans and cooperative and interagency agreements; overseeing, assessing and advocating accountable fiscal resource management; ensuring compliance with fiscal resource management laws and regulations while furthering ORD's mission; ensuring appropriate and effective systems, procedures, management controls, communications and outreach are in place for accountable fiscal resource management; ensuring that assistance and acquisition mechanisms are used for work appropriate to their purposes; and ensuring that the ORD's programs, grants management officers, work assignment officers, certifying officers and financial management officers are meeting workload requirements within limitations, and all personnel are properly trained.

ORMA specifically provides the principal staff support for the Office Director to the AA-ORD and the DAA-Management on the following: fulfilling the daily functions of the SRO involving financial and budget accountability, including leadership on budget development and execution oversight; Headquarters administrative support operations; leadership for scientific and management information systems processing and technology, including development of the ORD Management Information System consisting of the Senior Information Resource Management Official (SIRMO) function; policies and procedures for financial management and internal audit processes; conduct of management reviews and audits; and development and oversight of specific management policies and procedures for ORD in such areas as human resources, extramural resources and infrastructure. ORMA is also responsible for establishing operational and organizational policies and procedures for ORD field components in amplification of Agency policies; allocating resources, as directed by the Assistant Administrator; and developing and operating internal ORD fiscal and manpower controls.

ORMA will, in addition, provide human resources and organizational change support to the Office of Research and Development during reorganization phases. This includes changing the leadership perspective on addressing human resource issues; creating a Nationwide office policy forum focusing on the method for establishing teaming and streamlining initiatives; providing a coordinating focal point within ORMA for

human resource policies and advice provided by RTP, Las Vegas, Cincinnati and Headquarters personnel operations; serving a coordinating and uniting role in providing consistent policy direction, analysis, and strategic workforce planning for the Assistant Administrator for Research and Development; and providing, in collaboration with ORHOS, for a myriad of organization development services for the AA ship involving broad and complex consulting assistance and analysis on transitioning to a team environment with emphasis on culture change, leadership change, leadership training, long-term organizational change and full circle feedback. Special emphasis will be given to the need for long-term organizational change in ORD, including issues that surface as a result of such change. This effort will be supported by the expertise of skilled and experience practitioners in the applied behavioral and social sciences and associated disciplines.

- b. **OFFICE OF SCIENCE POLICY.** The Office of Science Policy (OSP), under the supervision of a Director, reports directly to the Assistant Administrator for Research and Development (ORD) and is responsible for providing expert advice and evaluation on the use of scientific knowledge and science policy to support sound science in Agency regulatory and other program activities. This is accomplished through the establishment and maintenance of strong working relationships between science programs in the Office of Research and Development and science and regulatory programs in EPA program and regional offices. Specifically, consistent with EPA and ORD Executive Council guidance, OSP works (1) to lead ORD-wide research planning, both near- and long-term, so that ORD research and technical support address the Agency's mission; and (2) to inform Agency decision-making by identifying and integrating scientific information. These functions are carried out by the three staffs and several teams in the organization.

The Immediate Office includes the Office Director, Associate Director for Science, Associate Director for Management, and a Special Assistant. The Office Director is responsible for the overall management of the Office of Science Policy. The Associate Director for Science has overall responsibility for science activities in OSP as well as supervisory/managerial responsibility for the Media Managers (located in the Immediate Office and described below), Program Support Staff Chief, and Planning Staff Chief. The Associate Director for Management has overall responsibility for administrative and financial management of OSP as well as supervisory/managerial responsibility for the Administrative and Special Projects Team (located in the Immediate Office and described below) and the Cross-Agency Staff Chief.

The Media Managers (one each for air, water, waste, pesticide/toxics, and multi-media) report to the Associate Director for Science. The Media Managers serve as the technical subject matter expert in their specific media area and are responsible for leadership of the internal OSP media-specific team consisting of the appropriate program support staff and planning staff members. The responsibility of this internal team is to integrate and coordinate both the program support and research planning activities for a specific media. In addition, the Media Managers are responsible for leading and managing the multi-office, media-specific Research Coordination Teams for research planning activities. The Media Managers serve as the senior OSP point of contact on all planning and program support issues related to their specific media. The Media Managers represent their media program at ORD and Agency senior level management discussions.

The Administration and Special Projects Team, under the supervision of the Associate Director for Management, supports the office by (1) serving as the principal staff on all matters relating to financial and administrative management; (2) serving as lead for communication activities for OSP, and (3) managing the Agency's Federal Technology Transfer Act (FTTA) program.

2. **NATIONAL CENTER FOR ENVIRONMENTAL ASSESSMENT.** The National Center for Environmental Assessment, located in the Washington, D.C. area, is under the supervision of a Director, a Deputy Director for Management and Associate Directors for Ecology and Health, reports to the Assistant Administrator for Research and Development. The Center has leadership, advisory, advocacy, and participatory roles and emphasizes scientific quality in environmental assessment. The Center champions the role, conduct, use and context of risk assessment with the scientific community, industry, public policy decision-makers, and the public. The Center's key activities include developing assessments for human health and ecological impacts; providing solutions for assessment issues; providing innovative and improved assessment methods, guidelines, and understanding of assessment fundamentals through defining, sponsoring, and conducting research; establishing the standards

and expectations for sound assessment science to support reasoned and equitable public health and ecological judgments; educating others about assessment, maintaining and disseminating risk information; and providing criteria and information for establishing risk-based research priorities. The functions of the NCEA are grouped into five broad categories: providing risk assessment research, methods and guidelines; performing health and ecological assessments; developing, maintaining, and transferring risk assessment information and training; helping ORD set research priorities; and developing and maintaining resource support systems for the NCEA.

The NCEA performs and sponsors risk assessment research; develops methods for application in risk assessments; uses its experience regarding the most urgent research needs to improve science research directed toward reducing uncertainties in risk assessments; develops methods for assessing risks from exposure to mixtures of chemicals and multiple physical, chemical, biological, and radiological stressors; assesses risk from various sources of exposure; develops the NCEA's capabilities for predicting and comparing risk; and develops, for Agency use, sound scientific risk-related guidelines through a participatory process involving interaction with Risk Assessment Forum and scientists from across the Agency.

In performing health and ecological assessments, NCEA develops key human health and ecological risk assessments and ensures the quality, consistency, and credibility in these assessments that may be considered as having high Agency-wide visibility, having high national impact, or those which are particularly challenging from a risk assessment perspective; performs assessments in support of Congressional mandates, Agency, Program, Regional, State, public, or international needs in conjunction with NCEA customers; provides key expertise in all aspects of risk assessment, including ecological and health assessments; conducts human health assessments, key place-based assessments (e.g., watershed ecological risk assessments) and regional-scale ecological assessments; integrates ecological risk assessments with human health risk assessments; provides expertise in comparative risk assessment in valuing the aversion of certain risks compared to the benefits of averting other risks in society; provides a focus for risk assessment information and serves as the customer of methods, models, and data that can be used to synthesize and assess human or ecological risk; provides peer-reviewed products and incorporates sound science into its assessments and assures that its assessments undergo scientific peer review; provides consultation to the Region and Program Offices, and other risk assessors who perform site-specific or chemical-specific assessments, helping to evaluate scientific gaps in portions of the risk assessment process where decisions are pending by coordinating a review of current practices, reviewing available science, and identifying reasonable approaches to answer specific questions; and serves as a resource for technical information and methods and reviews selected assessments done by others.

In providing risk assessment information and training, the NCEA communicates the results of assessments, research, and scientific knowledge to the risk assessment community through publications, consultations, presentations, and guidelines through established "hot lines," presentations at scientific symposia and forums, publication of guidelines, reports, and databases, maintaining technical support centers, developing and distributing CD-ROMs, or personal scientific discussions; evaluates methods for effectively communicating risk and findings from NCEA analyses to the public; develops and provides training in risk assessment to assessors within and outside of the NCEA, including educating non-scientists about the capabilities and uses of the risk assessment tools; generates, tracks, and publishes a wealth of risk information that includes the appropriate documentation and scientific rationale to support its risk findings and guidance through the Integrated Risk Information System (IRIS); maintains risk-related information including copies of assessments, research plans, references, correspondence, and peer review records for appropriate documents and dockets for dissemination by NCEA scientists, other Agency scientists, Program Offices, Regions, State, Congress, the international community and other interested parties; and provides rotational opportunities for scientists outside of the NCEA to work on specific risk issues, and for its own people to work outside the NCEA on rotational details.

In setting ORD research priorities for human health and ecological risk assessments, the NCEA leads some activities in this area, and participates in others. The leadership functions include serving as the focal point for risk prioritization issues by engaging the National Laboratories, Programs, Regions, and other Federal Agencies in identifying the highest priority risks to human health and ecological well-being; identifying the spectrum of risk-related research issues for ORD, with importance of research needs based on the priority of risks to human health and ecology and the likelihood that the research results will reduce uncertainty in risk assessment where research needs address both current and future research (i.e., current year and three-to five-year plans); developing a risk assessment methods research agenda with the National Laboratories and others to identify critical research questions that affect human health and ecological risk assessment procedures and prioritizing short- and long-term research directions that can address the gaps in methods, models, and data needed to improve confidence in risk assessment; developing cooperative research endeavors in joint research efforts with National Laboratories or others targeting

experimental research that generates data on risk assessments; and developing risk assessment methodology through research efforts, integrating these data and methods into state-of-the-art risk assessments, and using these data to validate risk assessment methods.

In developing and maintaining resource support systems, the NCEA requires a support process that effectively organizes, enhances, and utilizes the talents of all staff members by providing comprehensive training in the general risk assessment work of the NCEA for staff as needed, along with additional education in appropriate scientific disciplines and participation in professional growth opportunities; supports work teams; provides training programs to increase interpersonal and management skills (e.g., TQM training, team-building skills, facilitator training) emphasizing communications across the National Center, with information routinely exchanged regarding career growth opportunities, local and national events, and important initiatives at EPA; provides a professional staff to perform administrative and clerical functions, including extramural acquisitions, general procurement, budget operations, computer science administration, personnel issues, ethics, performance evaluations, and time keeping; supports a dual career ladder for its people, leading to either management or senior professional career tracks; and supports team oriented work, encourages rewards and incentives for teams as well as individuals, uses peer feedback tools, and recommends team-oriented performance evaluations.

- a. **NATIONAL CENTER FOR ENVIRONMENTAL ASSESSMENT — CINCINNATI, OH OFFICE.** The National Center for Environmental Assessment — Cincinnati, OH Office (NCEA-Cin), under the supervision of a Director reporting to the National Center Director, carries out all of the National Center's functions listed above, and in addition, is the focal point for water and solid waste issues, maintaining areas of special emphasis such as chemical mixtures.
 - b. **NATIONAL CENTER FOR ENVIRONMENTAL ASSESSMENT — RESEARCH TRIANGLE PARK, NC OFFICE.** The National Center for Environmental Assessment — Research Triangle Park, NC Office (NCEA-RTP), under the supervision of a Director reporting to the National Center Director, carries out all of the National Center's functions listed above, and in addition, is the focal point for air issues, maintaining areas of special emphasis such as pulmonary toxicology. The NCEA-RTP Office is comprised of the Environmental Media Assessment Group (EMAG) which is responsible for environmental assessment activities associated with the five criteria air pollutants, and the Hazardous Pollutant Assessment Group (HPAG), which is responsible for all other hazardous air pollutants.
 - c. **NATIONAL CENTER FOR ENVIRONMENTAL ASSESSMENT — WASHINGTON, DC OFFICE.** The National Center for Environmental Assessment — Washington, DC Office (NCEA-Washington), under the supervision of a Director reporting to the National Center Director, carries out all of the National Center's functions listed above, and in addition, is the focal point for pesticides, toxics, and Superfund issues, maintaining areas of special emphasis such as ecological assessment, exposure assessment, cancer risk issues, developmental toxicity, and reproductive issues. These functions are carried out by the following groups: Exposure Analysis and Risk Characterization Group which is responsible for exposure assessment, risk characterization, comparative risk, cumulative risk, and risk guidance pursuant to the above functional activities; by the Quantitative Risk Methods Group which is responsible for statistics, dose-response assessment, pharmacokinetics and modeling in support of the above functions; and the Effects Identification and Characterization Group which is responsible for human and environmental toxicology, ecological effects, hazard identification, epidemiology, mechanisms of toxicity and human health effect endpoints pursuant to the above functions.
3. **NATIONAL CENTER FOR ENVIRONMENTAL RESEARCH.** The National Center for Environmental Research (NCER) is responsible for developing and managing the following programs: grants for investigator-initiated research projects and centers to increase the scientific and technical knowledge base for effective environmental stewardship; fellowships for undergraduate, graduate, and postdoctoral study and research training in scientific and engineering disciplines relevant to protecting public health and/or ecosystems; the Small Business Innovation Research (SBIR) Program; peer review for the Center's activities and, as requested, for selected projects within other ORD programs or elsewhere within EPA National and Regional Program Offices; and the ORD-wide visiting scientists program.

Background and Supplemental Information: While research and development have always been fundamental to the EPA, its share of Federal funding on environmental research is estimated to be only about 7 percent. To meet the environmental challenges of the foreseeable future, the Center's programs are designed to expand the Agency's science and technology base and the national pool of environmentally oriented scientists and engineers through research grants, fellowships, SBIR contracts, and other extramural partnerships.

- a. **ENVIRONMENTAL ENGINEERING RESEARCH DIVISION.** The Environmental Engineering Research Division operates under the supervision of a Director reporting to the National Center Director. The Division is responsible for planning, administering, and managing the following programs: grants for research projects and centers in the engineering disciplines relevant to public health and/or ecosystem protection; the Small Business Innovation Research (SBIR) Program; EPA participation in the Strategic Environmental Research and Development Program (SERDP), including working-group representation and coordination of EPA Laboratory activities; and coordination of ORD efforts in support of the EPA-wide Common Sense Initiative. The Division Director advises the National Center Director on the direction, scientific quality, and effectiveness of the Center's investments in environmental engineering research and related activities.
 - b. **ENVIRONMENTAL SCIENCES RESEARCH DIVISION.** The Environmental Sciences Research Division operates under the supervision of a Director reporting to the National Center Director. The Division is responsible for planning, administering, and managing the following programs: grants for research projects and centers in the biological, physical, and social sciences relevant to public health and/or ecosystem protection; undergraduate, graduate, and post-doctoral fellowships; and the ORD-wide visiting scientists program. The Division Director advises the National Center Director on the direction, scientific quality, and effectiveness of the Center's investments in environmental sciences research and related activities.
 - c. **PEER REVIEW DIVISION.** The Peer Review Division is responsible for two major functions. One major function is the conduct of peer review for the Center's investigator-initiated research grants, applications for graduate fellowships, and applications for assistance to establish environmental research centers. PRD will establish and maintain a cadre of staff expert in the planning and performance of peer review (i.e., enlisting appropriate subject-matter experts both from outside and within EPA to evaluate proposals for scientific and technical merit). The other major function of PRD is to provide staff support to the AA/ORD for issues related to ORD-wide peer review. These include the development of policy guidance for the conduct of peer review across the spectrum from research goals to research products. Other functions of the Center may include serving as a focal point for issues regarding peer review and providing peer review consultation to other National and Regional Agency programs. The Director of PRD advises the National Center Director on the direction, scientific quality, and effectiveness of the peer review programs.
4. **NATIONAL EXPOSURE RESEARCH LABORATORY.** The National Exposure Research Laboratory located in Research Triangle Park, North Carolina, under the supervision of a Director, a Deputy Director for Management, and Associate Directors for Ecology and Health, reporting to the Assistant Administrator for Research and Development, provides scientific understanding, information and assessment tools that will reduce and quantify the uncertainty in the Agency's exposure and risk assessments for all environmental stressors. Stressors include chemicals, biologicals, radiation, and climate, land and water use changes. NERL characterizes the sources of environmental stressors and the compartments of the environment in which they reside or move; studies the pathways through environmental compartments that lead to exposure of receptors to stressors; investigates intra- and intercompartmental stressor transfers and their transformations; and studies and characterizes receptors and their activities as required to predict or measure stressor exposure. It provides effects researchers and risk assessors with information on stressor sources, pollutant transport and transformations and exposure, and state-of-the-science source-to-receptor predictive exposure models applicable at the appropriate temporal scales and site, watershed/regional and global scales. It also provides risk managers with receptor-back-to-source and stressor-back-to-cause analyses and evaluations of alternative mitigation, management or restoration strategies from an exposure perspective. The latter is accomplished by developing and applying integrated multimedia stressor exposure models and advanced information sciences technologies. To accomplish its mission, NERL conducts fundamental and applied research designed to characterize air, soil, surface water, sediment, and subsurface systems to evaluate spatial and temporal patterns, exposure to environmental stressors/ pollutants;

identify, quantify, and predict the physic, chemical, biological and biochemical behavior of stressors, including characterization of their sources, transformations pathways and other factors that determine stressor exposure to humans and ecosystems across multiple media; characterize the ecological and human receptors potentially impacted by stressors/pollutants; measure, predict, and apply data on environmental stressors to characterize exposure to humans and ecosystems; incorporate scientific understanding of environmental processes and ecosystem behavior, along with environmental exposure data, into predictive multimedia models to estimate exposure and to evaluate mitigation, restoration, prevention and management options; develop and implement receptor level exposure and dose models to provide risk-assessors with better and more refined estimates of exposure and dose; develop chemical, physical, and biological measurement methods to identify and quantify environmental stressors, characterize the environment, and to develop quality assurance methodologies for chemical, physical, radiological, and biological analyses; develop and apply geographical informational systems, remote sensing, photographic interpretation, information management technologies, software engineering technologies, computational chemistry, expert systems, and high performance computing to support the application of exposure and risk assessment tools; demonstrate, field test/evaluate, and other scientific information, measurement and quality assurance protocols, data bases, predictive exposure and risk assessment tools, and other innovative exposure assessment technologies, and provide environmental education materials to support Program Offices, Regions, State/Municipal/Tribal governments, and other Federal Agencies; and provide technical support to Program Offices, Regions, State, Municipal/Tribal governments and other Federal Agencies to help in performing state-of-the-science exposure assessments of known certainty.

- a. **NERL Program Operations Staff** The Program Operations Staff (POS) serves as the principal staff office to the Office of the Director, NERL on matters relating to budgeting, program planning, resource management, and administrative management. The Program Operations Staff provides NERL-wide management, oversight, coordination and outreach. The POS will ensure that sound resource management practices are followed throughout the National Laboratory. The POS will consist of two support teams: the Mega-Lab Support (MLS) team and the RTP Support (RS) team for the RTP Divisions and the Immediate Office of the Director, NERL. Two separate teams are established to ensure sound internal control practices by separating oversight responsibilities (MLS) from local implementation (RS). The primary function of the MLS team is to provide consistency across the NERL with regard to administrative and financial management functions. The MLS team provides directions and oversight to each of the site-specific Programs Operations Staff to ensure the financial and management accountability of the NERL. This group is responsible for developing, in coordination with the site-specific POS, NERL policy with regard to financial and management practices, and performing policy relevant oversight including audit of program activities and management and administrative systems. This team will have the functional responsibility for advising the Deputy Director for Management on issues related to management systems, workforce planning, career development, public affairs and outreach, health, safety, and environmental compliance, organization, ethics, cultural diversity, facility needs and utilizations, audit tracking, records management, Freedom of Information Act Requests and Congressional inquiries, technology transfer, and quality assurance. The MLS team will coordinate with the Assistant and Associate Laboratory Directors to formulate budget policy for the NERL. The RTP support team will serve as the administrative and financial management support for the technical divisions of the NERL in the RTP as well as to the Immediate Office of the Director. Among these responsibilities are coordinated management and resource controls, management of budget for the NERL-RTP Divisions, coordination with the NERL-RTP Division of NERL policy on fiscal and program management, management and administration of the automated management information systems, implementation of Equal Employment Opportunity (EEO) requirements, human resource planning, and representation of the NERL-RTP Divisions on intra-laboratory committees and task forces for matters relating to administration and management for the NERL-RTP Divisions. This team will also provide the ADP operational support to the NERL-RTP Divisions and the Immediate Office of the Director, NERL and provide quality assurance support to the NERL-RTP Divisions. The responsibilities of the POS include the coordination of efforts for the development and implementation of Laboratory scientific and technical plans, policies and procedures for Laboratory management and resource control; manages the formal ORD planning, budgeting, reporting, tracking, and review systems within the Laboratory; develops and administers such additional systems as are necessary for supporting annual budgets, program development, and defense of the Laboratory's programs; establishes policy and operating procedures for the formulation and execution of the budget and all management and administrative matters; and provides management and administration for the Laboratory's automated management information system.

- b. **ATMOSPHERIC MODELING DIVISION.** The Atmospheric Modeling Division conducts intramural and extramural research programs to develop predictive models on local, regional, and global scales for assessing changes in air quality and air pollutant exposures, as affected by changes in ecosystem management and regulatory decisions. The Atmospheric Division research on activities are designed to:

- ! Develop, evaluate, and validate air quality simulation, photochemical, and meteorological/climatological models that describe and predict air quality and atmospheric processes affecting the ultimate disposition of airborne pollutants on local, urban, and regional scales.
- ! Perform and direct interagency research necessary to support ecological risk assessment by producing quantitative evaluations of changes in regional climate and air quality attributable to global climate fluctuations.
- ! Develop and apply fluid modeling techniques that describe atmospheric physical processes affecting buoyant and dense gas pollutant dispersion under unique meteorological situations, terrain features, and source configurations.
- ! Implement modeling software design, systems analysis, and high performance computing research within stated Agency requirements of quality control and assurance to support atmospheric dispersion modeling, meteorological/climatological research, and predictive applications.
- ! Develop and provide to the user community evaluated improvements to existing air quality simulation models, meteorological models, pollutant exposure models, and related model input parameters, as well as network access to newly developed air quality models.
- ! Develop and apply statistical and mathematical theory related to the acquisition, interpretation, and modeling of measurements of human activities, exposures, environmental concentrations, and sources of pollution.
- ! Provide technical guidance on applying and evaluating air quality simulation models that are used to assess, develop, or revise air pollution control strategies for attainment/maintenance of ambient air quality standards.
- ! Serve as key point of contact between NOAA and EPA atmospheric research by funneling the EPA needs to the NOAA research community and conversely, by transferring and interpreting the NOAA research results to the EPA.
- ! Maintain communications with the EPA Research, Program, and Regional Offices and with the national and international scientific community to incorporate and disseminate state-of-the-science developments pertaining to meteorological/climatological aspects of environmental quality and exposure assessment.

- c. **ECOLOGICAL EXPOSURE RESEARCH DIVISION.** The Ecological Exposure Research Division (EERD) Conducts research to develop diagnostic tools that assists the Agency in identifying stressors and their sources and to quantify the intensity of these stressors in aquatic and terrestrial ecosystems. The Division employs laboratory, and field-based study designs to produce research products which enable the Agency to conduct predictive (source-driven) and retrospective (resource-driven) exposure assessments to facilitate the top-down approach to ecological risk assessments. In the pursuit of these broad goals, the EERD:

Applies molecular, biochemical, and cellular methods to improve detection and quantification of exposures at the cellular, organismal and population levels.

Utilizes molecular and cellular response measures to elucidate food web exposure pathways and to integrate cumulative impacts of complex mixtures and multiple stressors for predictive exposure assessment.

Combines community indices from bio assessment with biological markers to develop diagnostic source signatures for documentation of causation and for retrospective exposure assessment.

Applies community-level structural and functional bio assessment metrics as a quantifier of nonchemical stressor (e.g., habitat loss) intensity.

To conduct this research the Division engages ecologists, toxicologists, and biochemists to conduct studies on a variety of scales of biological organization ranging from the molecular and organismal level to the population and community scale. The Division provides biological reference materials to the Regions and States and assists with performance evaluation studies to validate and standardize Agency biological methods.

- d. **ECOSYSTEMS RESEARCH DIVISION.** The Ecosystem Research Division — Athens (NERL/ERD — Athens) conducts research on organic and inorganic chemicals, greenhouse gas biogeochemical cycles, and land use perturbations that create direct and indirect, chemical and non-chemical, stressor exposures and potential risks to humans and ecosystems. Comprehensive models based on fundamental studies of stressor behavior are developed to predict exposures in multimedia environments, to simulate the interactions of the climate system and the terrestrial biosphere, and to evaluate the aggregate causes of ecological stress, including land use change/management, within a watershed/regional context. Field and laboratory experiments are conducted to quantify and model greenhouse gas fluxes between the atmosphere and the terrestrial biosphere and to understand abiotic and biotic pollutant fate processes in soils, sediments, and water. ERD-Athens develops, tests, applies, and provides technical support for exposure and ecosystem response models used for assessing and managing stressor's risks to humans and ecosystems, that are of state-of-the-art and produce estimates of known uncertainty. Major modeling emphases are earth systems models for evaluating and minimizing/managing the global and regional risks from climate and land use changes; ecosystem response models for evaluating and minimizing/managing the exposure and risks from multiple stressors within watersheds; and exposure models for evaluating the multimedia fate of chemicals. The models incorporate ease of use features such as geographical information systems automated parameterization, output visualization, and automated uncertainty analysis. Assistance and support are provided to model users.
- e. **ENVIRONMENTAL SCIENCES DIVISION.** The Environmental Sciences Division (ESD) conducts research, development, and technology transfer programs on environmental exposures to ecological and human receptors. ESD develops methods for characterizing chemical and physical stressors, with special emphasis on ecological exposure. The Division develops landscape and regional assessment capabilities through the use of remote sensing and advanced spatial analysis techniques. ESD conducts analytical chemistry research and applies advanced monitoring technology to issues involving surface and subsurface contamination. To carry out its mission, the Division applies a multidisciplinary, multimedia approach in both laboratory and field settings.
- f. **HUMAN EXPOSURE AND ATMOSPHERIC SCIENCES DIVISION.** The Human Exposure and Atmospheric Sciences Division (HEASD) conducts intramural and extramural research to characterize exposures, across the whole of the exposure assessment paradigm from the pollutant source to the exposed person or receptor. While the principal focus for the Division's research is human exposure and pollutants that are emitted to and move through the atmosphere, much of the Division's process-oriented research is equally applicable to and important for understanding ecosystem exposures and pollutants found in media other than air. The Division's research mission encompasses aspects of all components of the exposure assessment paradigm, including exposure/source research; physical, chemical, and biological processes modeling research; environmental characterization research, including characterizing microenvironmental concentrations/exposures and defining the critical routes of exposure; exposure assessment/analysis research; and exposure/dose research.

The scientific insight and understanding the Division's research provides is critically important to the Agency's risk management efforts. Through identification and characterization of the chemical, physical, or other processes that (1) affect anthropogenic and biogenic pollutant emissions; (2) control their accumulation, formation, transformation, transport, and fate through the air and into other media, and (3) define the critical routes of exposure and the magnitudes of those exposures and the subsequent dose, HEASD provides the Agency with critical scientific understanding needed to mitigate exposures and risks in a technically sound and cost-effective manner.

- g. **MICROBIOLOGICAL AND CHEMICAL EXPOSURE ASSESSMENT RESEARCH DIVISION.** The Microbiological and Chemical Exposure Assessment Research Division conducts research to measure, characterize, and predict the exposure of humans to chemical and microbial hazards. This research will provide information on environmental pathways which hazardous contaminants are transported via air, water, food, and soil to populations at risk. Analytical, quantitative methods are developed to accurately and specifically measure human risk factors associated with inhalation, ingestion, and dermal pathways. Surveys and monitoring studies are carried out to determine the levels of hazardous chemicals and microbials in environmental matrices, and human populations are studied to determine significant exposure pathways, the levels of exposure and the sources of exposure factors. State-of-the-art analytical methods are used to measure organic and inorganic chemicals. Genomic and immuno-based methods, as well as traditional cultural methods, are used to measure hazardous bacteria, viruses, fungi and protozoa. Molecular- and sero-epidemiological tools are used to assess human populations for evidence of exposure to environmental hazards. The Division conducts its multidisciplinary research program with a broad skill mix of scientists that includes organic, inorganic and analytical chemists, bacteriologists, virologists, parasitologist, immunologists, and molecular biologists.

5. **NATIONAL HEALTH AND ENVIRONMENTAL EFFECTS RESEARCH LABORATORY.** The National Health and Environmental Effects Research Laboratory (NHEERL) located in Research Triangle Park, North Carolina, is under the supervision of a Director, a Deputy Director for Management, and Associate Directors for Ecology and Health, and reports to the Assistant Administrator for Research and Development, formulates and implements a comprehensive research program to investigate the effects of environmental pollutants and other anthropogenic stresses on human health and the ecosystems in which we live. The long-term research components of the NHEERL are designed to address the more intractable, critical data gaps and uncertainties that hinder sound decision making. This long-term research program will enable NHEERL scientists to anticipate the future needs of the Agency and thus enable the Office of Research and Development to provide leadership in protecting human health and the environment. More immediate legislative mandates and regulatory needs within the Agency shape the short-term research program. This program defines and characterizes toxicological hazards and other anthropogenic stresses, quantifies dose response and other important cause-effect relationships, and assesses the integrity and sustainability of ecosystems. In addition, NHEERL scientists serve as scientific advisors/reviewers in providing technical assistance to Program Offices, Regions, States, Tribes, other ORD national laboratories, senior Agency managers, Agency workgroups, and interagency task forces. NHEERL also provides national and international leadership in identifying studies and resolving important human and ecological issues and by influencing the research planning/priorities of other research organizations. The Deputy Director for Management, reporting to the National Laboratory Director, has delegated authority to act for the National Laboratory Director on management and operational issues, and will represent the National Director in his absence. The Deputy Director for Management is responsible for the direction and oversight of administrative management and resources of the entire National Laboratory, including the Offices of the Associate Directors for Health and Ecology. Responsibilities include effective resource management encompassing acquisition, assistance, budget, financial management and management integrity; extramural resource management involving contracts, small purchases, grants, loans and cooperative and interagency agreements; overseeing, assessing and advocating accountable fiscal resource management; ensuring compliance with fiscal resource management laws and regulations while furthering the Laboratory's mission; ensuring appropriate and effective systems, procedures, management controls, communications and outreach are in place for accountable fiscal resource management; ensuring that assistance and acquisition mechanisms are used for work appropriate to their purposes; and ensuring that the Laboratory's programs, grants management officers, work assignment officers, certifying officers and financial management officers are meeting workload requirements within limitations, and all personnel are properly trained. The Deputy for Management will ensure that functions necessary to ensure compliance with all Federal regulations concerning resource

management including the Chief Financial Officers Act of 1990 and the Federal Manager's Financial Integrity Act of 1982 are performed.

- a. **NATIONAL ACCOUNTABILITY AND RESOURCES MANAGEMENT STAFF.** The National Accountability and Resources Management Staff (NARMS), reporting to the Deputy Director for Management, is responsible for managing, controlling and developing the overall NHEERL budget, administering the execution and directing other related special projects related to the expenditures of resources. The National Accountability and Resources Management Staff is also responsible for administration, coordination, and program management support to NHEERL. These responsibilities are primarily national in scope; however, some functions in support of the health programs, such as resource management, will also be the responsibility of this staff. The National Accountability and Resources Management Staff is responsible for developing the operating plan, budget execution, PC&B/FTE projections, Working Capital Fund, funds certification and accountability, and IFMS/OBIS data entry. In addition, NARMS provides bankcard procurement support, recommends internal fiscal and management controls and performs special studies related to the expenditure of resources. The National Accountability and Resources Management Staff is responsible for liaison with OGC and OIG, Management Reviews, Federal Managers' Financial Integrity Act compliance (including serving as Internal Control Coordinator), and audit follow-up. NARMS also has national responsibility for QA Program design and oversight/review; Safety, Health and Environmental Management (SHEM) Program design and oversight/review; extramural management; government ethics; human resources initiatives and strategies; organizational development; and facilities. This includes consultation and advice on administrative issues for supervisors and employees. Also, the staff provides administrative services for managers and employees such as preparing, reviewing, processing and tracking requests related to personnel, facilities, telephones, property, and payroll. NARMS assists employees and managers in development and processing of procurement documents including those for supplies and equipment and research and development contracts, interagency agreements, and cooperative agreements; develops human resources initiatives and strategies and manages and tracks EEO programs and accomplishments. NARMS is responsible for conducting management analyses, special projects and develops administrative procedures.
- b. **NATIONAL OUTREACH, INFORMATION, AND TECHNOLOGY STAFF.** The National Outreach Information and Technology Staff (NOITS), reporting to the Deputy Director for Management, is responsible for national ADP oversight and coordination, local ADP network and desktop support, ORD-RTP press and outreach functions, and liaison activities, which include communicating both management and scientific information to states, EPA program offices, other offices within ORD, other Federal agencies, nongovernmental organizations, and private citizens. These functions are primarily national in scope, but important site-specific functions are also performed. The National Outreach Information and Technology Staff is responsible for ADP oversight and support. Nationally, NOITS provides oversight and coordination for the NHEERL divisions and coordinates all interactions with Headquarters. Working with ORD and the Enterprise Technology Services Division, NOITS establishes policies for the Laboratory in the areas of hardware, software, video conferencing and other emerging technologies. For NHEERL-RTP staff, NOITS is responsible for all ADP support and coordination. This includes the planning, acquisition, software design and development, maintenance, and documentation of specialized scientific and administrative/management computer systems and electronic hardware. The staff manages a system of networked, integrated minicomputers and microcomputers and peripherals in support of both scientific and administrative applications. NOITS is responsible for the operation of complex database systems including OBIS, a highly sophisticated management information system. NOITS provides user support in areas of the management information system, word processing, graphics, electronic mail, and other commonly used software packages, as well as responds to requests for information from these systems, including preparing special analyses and summaries. NOITS is responsible for developing and implementing a communications strategy, developing and implementing procedures to coordinate and track the status of Freedom of Information Act requests, completion of outputs and deliverables under the Government Performance and Results Act, as well as the clearance and publication of scientific manuscripts. In addition, NOITS arranges and coordinates activities to promote the laboratory's research, such as an annual symposium, Open House, annual report, brochures, and Internet/intranet home pages. For ORD-RTP, NOITS also has responsibility for expanding media

outreach capability, coordination of all interactions with the news media, and serving as the primary contact for visitors to the ORD laboratories, including scientists, Congressional contacts, and the press.

- c. **RESEARCH PLANNING AND COORDINATION STAFF.** The Research Planning and Coordination Staff (RPCS) reports to the Laboratory Director, and ensures research coordination and programmatic relevance for NHEERL. The RPCS is responsible for strategic planning of both short-term and long-term research in the programmatic dimension and at regional, national, and international levels. The RPCS carries the authority of the Director, NHEERL in strategizing, coordinating and communicating, relative to research and research priorities. A major function is establishing, coordinating, facilitating, and maintaining contact and communication with program offices, other clients (e.g. Regions), ORD staff, the scientific community, lab scientists, lab management, ORD program planners, and sister agencies, both national and international. Through these efforts, Assistant Laboratory Directors (ALDs) ensure the appropriate influence of science on policy and policy on science. Assistant Laboratory Directors carry the authority to make Lab commitments to perform in support of Agency requirements. Additional responsibilities for the RPCS include (1) managing peer review of internal resource competition proposals and reviews of research programs from a programmatic perspective, and ensuring initiation of an appropriate self-review program; (2) interfacing with the expanded ORD grants program, to ensure coordination, etc.; (3) providing oversight of progress towards completion of research commitments made by the laboratory; and (4) delivery of products/outputs to appropriate clients and obtaining follow-up feedback as to value/use. The RPCS plays an important role in identifying opportunities for collaboration and synergy within and across organizations (Laboratories, Agencies, etc.). The RPCS facilitates coordination of research. In addition, the RPCS represents the interface between the Laboratory and the headquarters planning process. The role of the RPCS is monitoring and tracking progress of the science in support of laboratory commitments. Line management is responsible for implementing the science.
- d. **OFFICE OF THE ASSOCIATE DIRECTOR FOR ECOLOGY.** The Associate Director for Ecology (ADE), reporting to the national Laboratory Director, has delegated authority to act for the National Director on ecology-related science issues and to represent the National Director in his absence on these matters. The ADE is responsible for providing leadership for the ecology effects research program, including application of ORD policies and guidelines and allocated resources for research programs to define the methods for measuring the condition of an exposure-effect relationships between important ecosystems and populations; and to develop data on, the ecological effects of environmental pollutants, acting singly or in combination, cause-effect relationships between land use practices and the integrity and sustainability of ecosystems using both laboratory and field studies; assists in the development of broad research policy and program guidelines and long-range plans; recommends specific projects and programs, including the resources and schedules required to accomplish them. Upon obtaining the resources, carries out the work either through its own facilities and field stations or other research organizations; provides technical assistance to Agency components, as requested, within the resources allocated for this purpose; assures that the results of its work meet peer-review standards and are disseminated according to ORD guidelines; provides the administrative and financial framework to assure that the activities of the Laboratory meet Agency and Federal government requirements. The ADE also participates on interagency, national or international committees or panels; plans, develops, organizes, directs, and implements a number of national research programs for which the Laboratory has Agency-side responsibility; and represents the NHEERL on Agency committees for the purpose of assessing the relevance of the reputation and influence of the program through participation and interaction with scientists and organizations conducting health research nationally and internationally.
- 1) **ATLANTIC ECOLOGY DIVISION.** This Division at Narragansett is responsible for marine, coastal, and estuarine water quality research. The mission of the Division at Narragansett is to develop and evaluate theory, methods, and data to better understand and quantify the environmental effects of anthropogenic stressors and global climate change on the coastal waters and watersheds of the Atlantic seaboard. AED provides research support to EPA program offices and Regions in areas related to the protection of coastal marine ecosystems. Areas of research specialization include understanding, quantifying, and modeling the cumulative effects of multiple anthropogenic stressors on coastal ecosystems;

development of methods for assessing the ecological effects of contaminated marine sediments and for elucidating the role of bio-geochemical processes in mitigating or exacerbating the effects of multiple stressors; development of species, population, and community-level indicators of ecological impacts resulting from anthropogenic activities; and place-based integrated ecological assessments for the Atlantic Coast.

- 2) **GULF ECOLOGY DIVISION.** This Division is responsible for detailed knowledge of the physical, chemical, and biological dynamics of coastal wetlands and estuaries, including estuarine assessment and remediation research. This assessment and research is essential to determining ecological condition, evaluating rates and causes of declining systems, and predicting future conditions under various alternative water quality scenarios. Also, a comprehensive and basic understanding of the dynamic interactions between microbial populations and the natural environment is essential to determining how these microbial systems react to chemical and biological (genetic) perturbations, assessing the ecological significance of observed or predicted changes in structure and function, and application of this knowledge to restore and/or protect the environment. The Estuarine Assessment and Remediation Research program will: (1) Monitor and assess the ecological condition and contaminant stressor status of coastal wetlands, bays, estuaries, and coral reefs of the U.S. and evaluate the causes of changes, particularly through the Laboratory's participation in EMAP; (2) Develop biological and ecological indicators to (i) classify the ecological status of coastal wetlands, bays, and estuaries, (ii) detect significant change in ecological status related to chemical contaminants, biotechnology products, disease, nutrients, energy development, and global warming, and (iii) identify cause(s) of ecological change, using both reactive (diagnostic and epidemiologic) and predictive approaches; (3) Compare ecological structure and function among microcosms, mesocosms, and field sites to predict relationships between chemical stressor exposure and changes in biodiversity and ecological function, which will permit the assessment of cumulative impacts of stressors, land-use, and climate, and the extrapolation of results through GIS to regional geographic scales (i.e., watersheds landscapes); (4) Predict ecological responses of bays, estuaries, and coastal wetlands to selected single and multiple stresses (such as genetically altered microorganisms and other biotechnology products, toxic chemicals, pesticides, oil and gas, disease, nutrients, and global warming) and evaluate responses of populations, communities, and ecosystems on a watershed/landscape basis using procedures developed for ecological risk assessment; (5) Develop the most effective microbiological strategies to degrade toxic pollutants in a variety of habitats and apply methods to determine the effectiveness and ecological consequences of alternative bioremediation clean-up strategies.
- 3) **MID-CONTINENT ECOLOGY DIVISION.** This division at Duluth with its field location in Grosse Ile, Michigan is responsible for providing the scientific information on ecotoxicological and freshwater ecological effects necessary to reduce the uncertainty in risk assessments and support risk management option selections. The Division accomplishes this mission by conducting research to increase understanding and predictive capability for mechanisms of toxicity to aquatic life and wildlife; toxicokinetics and delivered dose of chemicals; dose response relationships for stressors on aquatic and wildlife populations, communities and ecosystems; and effects of watershed structure and function on aquatic resources. The Division supports EPA's community-based approach to ecosystem protection by coordinating ORD's ecological effects research to address critical scientific issues facing the Great Lakes and the Great Plains areas of the nation.
- 4) **WESTERN ECOLOGY DIVISION.** This Division, with its field Station in Newport, Oregon, is responsible for the management of a research program on terrestrial and watershed ecology, and on multimedia ecological effects assessment for pollutants and other environmentally harmful factors. This includes effects from substances transported by air;

assessment and cleanup methods for contaminated aquatic and terrestrial environments; and terrestrial effects from toxic chemicals, pesticides, and novel biological organisms.

- e. **OFFICE OF THE ASSOCIATE DIRECTOR FOR HEALTH** The Associate Director for Health (ADH), reporting to the National Laboratory Director, has delegated authority to act for the National Director on health science issues and to represent the National Director in his absence on these matters. The ADH is responsible for providing leadership for the health effects research program including application of ORD policies and guidelines and allocated resources for research programs to define the exposure-effect relationships between, and to develop data, on the health effects of environmental pollutants, acting singly or in combination, using toxicological, clinical, and epidemiological studies; assists in the development of broad research policy and program guidelines and long-range plans; recommends specific projects and programs, including the resources and schedules required to accomplish them. Upon obtaining the resources, carries out the work either through its own facilities and field stations or other research organizations; provides technical assistance to Agency components, as requested, within the resources allocated for this purpose; assures that the results of its work meet peer-review standards and are disseminated according to ORD guidelines; provides the administrative and financial framework to assure that the activities of the Laboratory meet Agency and Federal government requirements. The ADH also participates on interagency, national, or international committees or panels; plans, develops, organizes, directs, and implements a number of national research programs for which the Laboratory has Agency-wide responsibility; and represents the NHEERL on Agency committees for the purpose of assessing the relevance of on-going research and to plan future approaches and emphasis. The ADH promotes the reputation and influence of the program through participation and interaction with scientists and organizations conducting health research nationally and internationally.

- 1) **BIostatISTICS AND RESEARCH SUPPORT STAFF.** The Biostatistics and Research Support Staff (BRSS), reporting to the Associate Director for Health, is responsible for providing support to the health division staff in the areas of statistical and mathematical support, animal care and procurement, management of support contracts, and operation of a model shop. The BRSS performs statistical consulting, specifying the appropriate design and analysis of health research studies. Such statistical support may be intramural or extramural and involves such topics as time series methods, contingency table analysis, nonparametric procedures, censored and missing data techniques and general linear model development. As required, this staff develops new statistical methodologies, procedures, and mathematical models; specifies template and analyses which provide statistical guidelines for various studies; reviews research protocols before studies begin; collaborates with principal investigators in preparation of final research reports; reviews final research and other reports for statistical adequacy; and advises ORD Headquarters personnel and other EPA personnel on appropriate biostatistical procedures and analyses. BRSS is responsible for procurement of all laboratory animals used by health researchers and for animal husbandry programs. In addition, the staff has responsibility for management and coordination of the instrument performance contract and the quality assurance training program. Finally, the staff operates the scientific model shop and manages site-specific support contracts such as gas cylinder and dry ice procurement and dark room operation.
- 2) **ENVIRONMENTAL CARCINOGENESIS DIVISION.** The Environmental Carcinogenesis Division is responsible for the conduct of mechanistically based cancer research that supports cancer risk assessment through an integrated multidisciplinary approach. Mechanistically based dose response and dose extrapolation models are developed for chemical carcinogens. Biology, toxicology, and mechanistic information are closely integrated with the development of mathematical models for risk estimation to understand and model the multistage nature of cancer development. Dose response data are developed using molecular, biochemical, biological, pathological endpoints. The roles of toxicity, genotypic, and phenotypic changes in the progression of the carcinogenesis

process are studied as well as the progression of events leading from critical genotypic and phenotypic changes to tumor induction. Research is directed toward elucidating mechanistic correlation between experimental animals and humans. The development of human biomarkers of dose and biological effects is a prime function of the Division. Molecular, biochemical, and biological methods related to chemically induced cancer in rodents and humans are developed and evaluated and these methods validated using environmentally exposed individuals. The Division develops methods to study the multi-factor, multi-stage processes of carcinogenesis, evaluates new molecular techniques to detect genetic and phenotypic alterations related to cancer induction, and evaluates techniques to detect tissue-specific events in target organs. Because of the Division's expertise in molecular genetics and microbiology that is not available elsewhere in NHEERL, approximately 1090 of the research effort will be directed at non-carcinogenicity research (e.g., molecular factors in the pathogenicity of genetically engineered microorganisms). In all of these research efforts, the Division's research will be directed at improving the Agency's ability to accomplish useful risk assessments.

- 3) **EXPERIMENTAL TOXICOLOGY DIVISION.** The Experimental Toxicology Division (formerly the Environmental Toxicology Division) conducts research to determine the health effects of inhaled, ingested, and dermally contacted environmental pollutants, and cause and effects relationships at pollutant concentrations which mimic those occurring in the environment. Particular emphasis is placed on the development and application of improved methods which enable significant advancement in the knowledge of the health effects of air and water pollutants. Intense investigations center on the pulmonary system, the immune system, the GI system and pharmacokinetics. The Division serves as a primary technical resource within the Agency for activities requiring expertise in animal inhalation studies and pharmacokinetic modeling. Continual efforts are made to improve the correlation between animal and human studies and extrapolation models are developed to enable better results to be made. These extrapolation models are founded on physiological-based dosimetry models for compounds which have been ingested, inhaled, or dermally applied. Methods for the isolation and identification of chemicals and metabolites in tissues and biological fluids are developed and then applied in experimental dosimetry research programs. In addition, computational chemistry techniques are also used. The overall approach in the Division is an interactive one between experimental work and modeling.
- 4) **HUMAN STUDIES DIVISION.** The Human Studies Division conducts clinical and epidemiological investigations to improve the understanding of human health risks associated with environmental pollution. Clinical studies are conducted for research questions which are best approached experimentally by monitoring or administering exposures under highly controlled laboratory settings or where the evaluation of effects requires complex laboratory procedures. Epidemiologic investigations study humans in less rigidly controlled, more natural settings by field studies or analysis of existing data. Biomarker methods for exposure, dose and susceptibility will be developed for and applied to a range of health effects including cancer, reproductive effects, cardiovascular disease, and respiratory effects. Laboratory analyses are used to improve up of exposure, biologically relevant doses, adverse biological or health effects, as well as to investigate mechanisms linking these phenomena. Studies are frequently designed and analyzed so as to determine the similarities or differences between effects observed in humans and animals or in vitro systems; the data are then used by the Agency for risk assessment in the absence of human data. Investigations conducted by this Division frequently involve collaborations within and outside the Agency, and emphasize interdisciplinary approaches that integrate complex data from existing records, questionnaires, and clinical and laboratory studies.

- 5) **NEUROTOXICOLOGY DIVISION.** The Neurotoxicology Division is the focal point for planning, conducting, coordinating, supporting and evaluating a program aimed at studying the effects of physical and/or chemical agents on the nervous system. The overall objective of the Neurotoxicology Division is to provide the scientific basis and technological means to enable the prediction of whether or not an environmental agent will produce neurotoxicity in humans. A major research goal is to minimize the uncertainty of such predictions. The general approach is to model human neurotoxic disease in laboratory animals and then use data collected in animals to make predictions about possible neurotoxic risks in humans. Scientific investigation proceeds at all levels of neural organization, including neurobehavioral, neurochemical, neurophysiological and neuroanatomical, and uses whole animal (in vivo), cellular and molecular techniques. The Neurotoxicology Division has responsibility for planning and developing methodology for and participating in laboratory and, where possible, clinical and field studies designed to quantitate and characterize the neurotoxicity of chemicals; intramural investigations and extramural arrangements with Riversides, industry, private research institutions and other governmental agencies; whether there is a causal relationship between an environmental contaminant and adverse health effect; elucidating the relationship between close and biological response; and providing relevant toxicological data on specific environmental agents or mixtures of agents to the Agency. The Division focuses on: methods development and validation, including evaluation of existing methods, design and evaluation of new methods, and development of testing strategies; determination of the significance of variables that influence risk assessment based on animal data, including environmental and organismal variables; developmental neurotoxicology, which evaluates the effects of developmental exposure on structure and function of the nervous system; research leading to a reduction in uncertainties associated with quantitative dose-response determinations, including exposure scenarios, compensation or adaptation during repeated dosing; research leading to a greater conceptual understanding of neurotoxicology, including mechanism of action and a clear understanding of the neural substrate underlying neurobiological endpoints; and studies on specific neurotoxic agents, including heavy metals, pesticides, industrial chemicals, and hazardous air pollutants.

A Systems Development team provides technical consultation and support for automated computer systems and engineering applications for the Neurotoxicology Division (NTD). This includes planning, acquisition, development, and maintenance of specialized computer systems and electronic hardware to interface and control laboratory instrumentation and the development, integration and documentation of software for acquisition and control of data from such instruments. Responsibilities of the team include the following: design and construct specialized electronic instrumentation; operate and manage personal and minicomputer systems, related peripherals and software; and perform or manage contracts for repairs or quality maintenance of government-owned equipment and instrumentation.

- 6) **REPRODUCTIVE TOXICOLOGY DIVISION.** The Reproductive Toxicology Division (formerly the Developmental Toxicology Division) conducts and manages biological research on the effects of environmental pollutants, singly or in combination, on all stages of the life cycle. The research identifies and quantifies effects using the appropriate biological systems as models to provide data needed by the Agency for the assessment of potential hazards to humans resulting from exposure to various environmental pollutants. The chemical agents under investigation include toxic substances, pesticides, air pollutants, drinking water contaminants, and hazardous wastes. Biological indices for assessing damage include germ cell physiology, morphology and function, reproductive development and function, endocrine function related to reproduction and teratogenesis. Major research emphasis is on the development of new and improved methodologies for the assessment of male and female reproductive toxicity embryo and fetal toxicity, and postnatal functional deficits. The research generated in the Division contributes to the improved interpretation

of toxicological data, the development of guidelines for the safe usage of pesticides and toxics (chemical and biological), management of hazardous waste, establishment of safe drinking water criteria as well as construction of biologically-based dose response models for reproductive and developmental toxicology that will provide scientifically sounder risk assessments with reduced uncertainties. Operationally, research within the Division is organized along two major fronts, the first being multi-disciplinary research themes and the second being individual investigator-level studies. Approximately 60 percent of the RTP intramural research effort is devoted to the multi-disciplinary themes which are coordinated by senior-level investigators who develop and oversee research objectives, milestones, products and budgets in consultation with the Division management.

6. **NATIONAL RISK MANAGEMENT RESEARCH LABORATORY.** Based in Cincinnati, OH, and under the leadership of a Director, a Deputy Director for Management, and Associate Directors for Ecology and Health, this office within the National Risk Management Research Laboratory will facilitate advancement of the scientific understanding and the development and application of technological solutions to prevent, control, or remediate important environmental problems that threaten human health and the environment. The Laboratory is the principal entity within the ORD responsible for environmental risk management research related to characterization of pollutant generation and release; prevention and control of pollution to air, land and water resources; protection of water quality in public water systems; the remediation of contaminated soils and groundwater; and the protection of the public health from indoor pollutants.

The Director, with the guidance of the Assistant Administrator for the Office of Research and Development, is responsible for the planning, implementation, and management of research, development and demonstration programs assigned to the NRMRL. The Director develops, implements and directs a number of major national research, development and demonstration programs for which he is assigned Agency-wide responsibility. These multi-media programs are in the broad areas of pollution control from industrial manufacturing and processing operations, from the extraction and handling of the Nation's non-renewable resources. Within the broad administrative framework described above, the Director assesses needs, defines goals, establishes operating policies and allocates dollar and manpower resource within broad budgetary limitation. The Director establishes optimum intramural vs. extramural balance, directs, coordinates and reviews all Laboratory conducted or directed activities, and evaluates progress and performance of these activities and takes independent corrective actions as needed. The Director serves as a member of a special senior review group within ORD and reviews the various major programs of the Office and advises the AA-ORD on development of long-range plans, relative priorities, resource allocation, initiation, and termination or curtailment of major programs. The Director exercises technical and administrative direction and control over the dissemination of the Laboratory's research findings, and he develops and maintains close working relationships with universities, private research organizations and other governmental research laboratories.

- a. **TECHNOLOGY COORDINATION STAFF.** This group serves as the coordination group for the Environmental Technology Initiative (ETI) and as a focal point in ORD for promoting innovative technology development and use. It also assists NRMRL in networking and otherwise coordinating various lab based activities as they relate to other parts of ORD, EPA and other government agencies.

TCS is responsible for co-chairing the Innovative Technology Council (ITC) and several of its subcommittees. It also serves as its secretariat. TCS also coordinates the Environmental Technology Initiative across ORD and maintains the program's records. It also coordinates the EnTICE verification program across ORD, as well as consulting the other parts of EPA and other Federal and State officials on its design.

TCS serves as a point-of-contact and ombudsman in ORD for innovative technologies, and represents ORD on several national and international organizations, including the International Solid Waste Association (ISWA), the US/Japan bilateral on waste management, and the Pacific Basin Consortium for Hazardous Waste Management. In the cases of ISWA and the Pacific Basin, it also manages the cooperative agreements that make ORD'S participation possible.

TCS also performs a variety of coordination representation functions on behalf of NRMRL that are made possible by its Washington location. Among these are representing NRMRL, ORD, and EPA on various

workgroups, committees and meetings; working with program office and Congressional staff on legislative and regulatory proposals; providing representation to the Committee on Environment and Natural Resources (CENR) Technology Workgroup; supporting the CENR Subcommittee on Toxic and Hazardous Waste and the joint CENR/CIT Subcommittee on Environmental Technology; and participating as a member of the Federal Remediation Roundtable.

- b. **AIR POLLUTION PREVENTION AND CONTROL DIVISION.** The Air Pollution Prevention and Control Division, Research Triangle Park, under the supervision of a Director, develops and assesses methods and technologies for characterizing emissions, and preventing or reducing the deleterious effects of air pollutants of human health and welfare, and on the global environment.
- c. **LAND REMEDIATION AND POLLUTION CONTROL DIVISION.** The Land Remediation and Pollution Control Division (LRPCD) identifies, develops, evaluates, and demonstrates methods, systems, and technologies to control or remediate contaminated sites and related land areas. Legislation supported by the Division includes SARA, RCRA, CWA, TSCA, and FIFRA. Research at the basic level including bench- and pilot-scale, will provide new technologies and treatment concepts for innovative solution of current and future land pollution problems. Field evaluation of innovative technologies, covering applied research, demonstration, and verification programs will ensure that the environmental industry is developing reliable and cost-effective alternatives for the domestic, federal, and international markets. Development and testing of management techniques and disposal practices for municipal waste sites as well as a strong technical assistance capability for both Superfund and non-Superfund contamination round out the Division's capability to provide relevant support to EPA's Regional and Program Offices, state regulatory authorities, and other federal agencies. From research through field evaluation, Division activities combine in-house work, extramural activities and federal/state partnerships. Functional statements for the three proposed branches (Treatment and Destruction Branch, Remediation and Containment Branch, and SITE Management Support Branch) are provided below.
- d. **SUBSURFACE PROTECTION AND REMEDIATION DIVISION.** The Subsurface Protection and Remediation Division is the Agency's center of expertise for investigation of the soil and subsurface environment nationwide. Under the supervision of a Director, it is responsible for research programs (1) to determine the fate, transport, and transformation rates and mechanisms of pollutants in the subsurface environment including both unsaturated soil profiles and the saturated zones; (2) to define the processes for characterizing the subsurface environment as a receptor of pollutant; (3) to develop techniques for predicting the effects of pollutants on groundwater, soil, and indigenous organisms; and (4) to define and demonstrate the applicability and limitations of using natural processes, indigenous to the subsurface environment, for the protection of this resource from municipal, industrial, and agricultural activities entailing the release of pollutants to the soil or deeper regions of the subsurface. The Division assists in the development of broad research policy and program guidelines and long-range research plans; recommends specific projects and programs, including the resources and schedules required to accomplish them; and carries out the work through its own facilities or field stations, or under contract, cooperative agreement, or interagency agreement with other organizations. The Division is responsible for providing technical assistance to Agency components and other users of research information; assures that the results of its work are disseminated according to ORD guidelines; and provides the administrative personnel, and financial framework to assure that the activities of the Division meet ORD, Agency, and federal government requirements.
- e. **SUSTAINABLE TECHNOLOGY DIVISION.** The Sustainable Technology Division (STD), under the supervision of a Director, is responsible to the Director of NRMRL. The Division plans, coordinates, and conducts a national program of multimedia research, development, and demonstration of new and improved methods, technologies, and techniques for integrated pollution management with a priority to reduce or eliminate waste generation at the source with application of pollution prevention technologies to industrial processes. An important part of this effort is the development of new pollution control techniques which can be applied within a process train or for effluent stream control, and new chemical reactions or green chemistry. Another important Division function is the development of multimedia decision tools with emphasis on cost-benefit analysis. The Division collects and evaluates data on the generation and

management process pollution and studies various integrated approaches to managing materials for reducing or eliminating that pollution throughout the life cycle of the process or product, both in the private and federal sectors. The Division works closely with other NRMRL Divisions, especially the Air Pollution Prevention and Control Division, and with Program Offices in developing regulations and with both the Program Offices and Regions to develop solutions which integrate cost-effective, pollution management alternatives for current and expected compliance issues.

- f. **TECHNOLOGY TRANSFER AND SUPPORT DIVISION.** The Technology Transfer and Support Division is the ORD focal point for the dissemination of scientific and technical information both within the federal government and to the public. TTSD is responsible for planning, coordinating, reviewing and conducting a comprehensive program to a) disseminate and exchange scientific and technical information; b) disseminate and exchange information suitable for technology transfer; c) provide automated data processing services to the National Risk Management Research Laboratory; and d) provide technical expertise, technical support, and management assistance in the foregoing areas. TTSD develops broad, long-range policy guidelines and procedures for coordinating technical information activities of ORD with other components of the Agency, the federal government, and the private sector. The center manages and implements a comprehensive national program for dissemination of scientific and technical information developed by ORD and other environmental research and development organizations. Upon receiving the necessary resources, Division staff carry out the work either through its own facilities or under contract, cooperative agreement, or interagency agreement.
- g. **WATER SUPPLY AND WATER RESOURCES DIVISION.** The Water Supply and Water Resources Division (WSWRD), plans, coordinates and conducts a national program to address several major areas. The Division has the responsibility for a program to help prepare the primary secondary engineering, microbiology and cost analysis to provide effective, reliable and cost-effective techniques (acquisition, treatment, distribution and support services) for assuring the delivery of safe drinking water. The Division also has the responsibility for developing technology and strategies for controlling contaminants, such as: (1) agricultural and rural storm runoff; (2) combined sewer overflows; (3) urban stormwater and sanitary sewer overflows; (4) underground and aboveground storage tanks; (5) wastewater from small communities, including constructed wetlands; and (6) contaminated sediments. The goal is to reduce the risks of chemically and microbiologically induced public health effects from these sources. The Division also investigates and evaluates environmental restoration strategies and technologies.

AUTHORITY DELEGATED FROM THE ADMINISTRATOR...

Does not Include Redelegations of Authority

[NOTE: A delegation may be delegated to more than one senior official in the Agency; therefore, you may find that a certain delegation appears under more than one office.]

TO THE ASSISTANT ADMINISTRATOR FOR RESEARCH AND DEVELOPMENT...

Chapter 1 - GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

<u>1-8</u>	Schedule C, Administratively Determined, Senior Level Scientific and Professional, Administrative Law Judge, and SES Personnel Actions
<u>1-20</u>	Annual Leave Forfeiture; may not be redelegated
<u>1-21</u>	Federal Register
<u>1-30</u>	Freedom of Information
<u>1-41</u>	Mandatory Quality Assurance Program
<u>1-45</u>	Intergovernmental Review Provisions of Executive Order 12372 and 40 CFR Part 29
<u>1-48</u>	Request for Information from Other Federal Agencies
<u>1-49</u>	Assertion of the Deliberative Process Privilege; may not be redelegated
<u>1-55</u>	FTTA Cooperative Agreements and Licensing Agreements; may not be redelegated
<u>1-60</u>	Pollution Prevention Grants and Agreements
<u>1-74</u>	Environmental Education Grants and Cooperative Agreements Under Section 5 and Section 6 of the National Environmental Education Act of 1990
<u>1-86</u>	Survey, Demonstration, Training, and Research Grants and Cooperative Agreements Related to Environmental Equity Activities
<u>1-87</u>	Implementing Arrangements under International Environmental Agreements and Memoranda of Understanding
<u>1-93</u>	Voluntary Separation Incentive (Buyout) Program
<u>1-97</u>	Admission of State, Local, and Tribal Government Employees to Agency Training and Waiver of Reimbursement of Costs of Training
<u>1-98</u>	Research and Development
<u>1-108</u>	Human Subjects in Research Studies Supported by EPA

Chapter 2 - CLEAN WATER ACT

<u>2-33</u>	Alternate Test Procedures
<u>2-38</u>	Water Pollution Control - General Training
<u>2-39</u>	Water Pollution Control - Professional Training Assistance
<u>2-40</u>	Water Pollution Control Fellowships
<u>2-41</u>	Water Pollution Control Technical Training Assistance

Chapter 7 - CLEAN AIR ACT

<u>7-35</u>	Air Pollution Control Manpower Training Assistance
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Chapter 8 - SOLID WASTE DISPOSAL ACT

<u>8-17</u>	Solid Waste Management Technical Training Assistance
<u>8-18-B</u>	Solid Waste Management Training Assistance

Chapter 9 - SAFE DRINKING WATER ACT

<u>9-15</u>	Safe Drinking Water Occupational Training Assistance
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AUTHORITY DELEGATED FROM THE ADMINISTRATOR...

Does not Include Redelegations of Authority

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Chapter 11 - NOISE CONTROL ACT

[11-10](#) Noise Control Program Grants and Cooperative Agreements

Chapter 14 - COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT

[14-18-A](#) Alternative Treatment Technology Research, Development, Demonstration, and Training

[14-18-B](#) Hazardous Substance Research

[14-38](#) EPA Role in Department of Defense Environmental Restoration Program

Chapter 15 - REGULATORY FLEXIBILITY ACT

[15-1](#) Certification Under the Regulatory Flexibility Act

NOTE: Authority to certify pursuant to RFA may not be redelegated further for some rules.

Chapter 29 - OIL POLLUTION ACT

[29-1](#) Grants and Cooperative Agreements in Support of the Oil Pollution Research and Development Program

Chapter 34 - ENVIRONMENTAL RESEARCH, DEVELOPMENT, AND DEMONSTRATION AUTHORIZATION ACT OF 1980

[34-1](#) Reimbursement for Use of Research and/or Test Facilities

June 10, 2004

MEMORANDUM

SUBJECT: Temporary Delegation of Authority for the Agency's Functions and Responsibilities Under the Pesticide Registration Improvement Act

TO: Assistant Administrator
Office of Prevention, Pesticides and Toxic Substances

You are hereby delegated the authority to carry out all functions and responsibilities related to the implementation of the Pesticide Registration Improvement Act (PRIA). These activities include establishing a registration service fee system for applications for specified pesticide registration, amended registration, and associated tolerance actions; determining how best to meet the decision time review periods specified in PRIA; issuing decisions on requests to waive/reduce or refund registration service fees; identifying the appropriate registration application fee category for registration applications; renegotiating the decision time review periods; making decisions about the implementation of the new Pesticide Registration Fund established by PRIA, into which fees are paid and from which fees are disbursed to provide enhanced registration services; and developing steps necessary to implement the provisions related to auditing, accountability, and reporting that are contained in the PRIA.

This Temporary Delegation of Authority will remain in effect for one year from the date of approval, unless extended or superseded by a subsequent delegation(s). This delegation is limited to the purposes stated above and may be exercised only within the limitations of the Act.

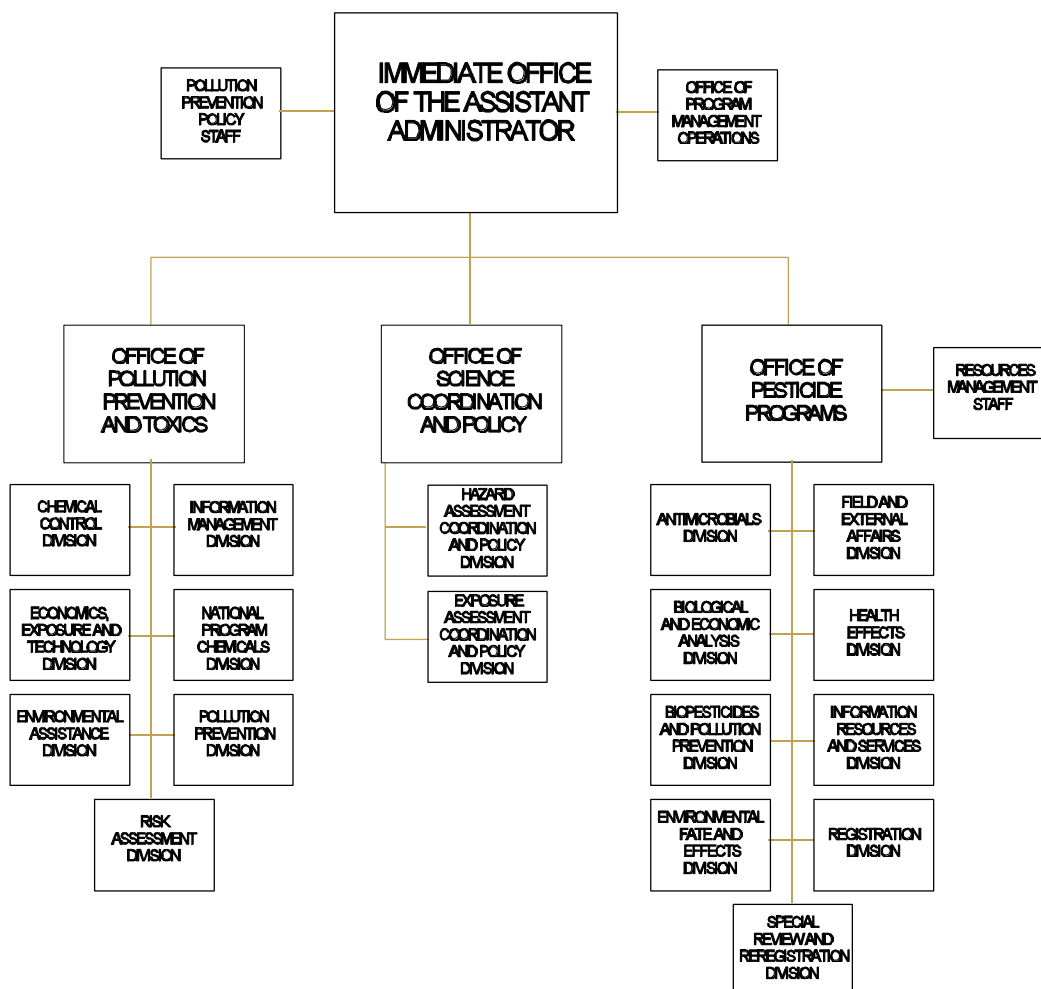
Any one or more of the functions and responsibilities under this Temporary Delegation of Authority may be redelegated to the Office of Pesticide Programs. Any such redelegation is subject to the same timeframe and limitations.

/s/

Michael O. Leavitt

OFFICE OF PREVENTION, PESTICIDES, AND TOXIC SUBSTANCES (OPPTS)

OPPTS ORGANIZATIONAL CHART



OPPTS FUNCTIONAL STATEMENT

1. OFFICE OF THE ASSISTANT ADMINISTRATOR FOR PREVENTION, PESTICIDES, AND TOXIC SUBSTANCES.

The functions and responsibilities outlined below are assigned to the Assistant Administrator for Prevention, Pesticides and Toxic Substances and are carried out by officials within the Office of Prevention, Pesticides, and Toxic Substances (OPPTS) under his/her supervision.

The Assistant Administrator serves as the principal advisor to the Administrator in matters pertaining to pollution prevention, pesticides and toxic substances and is responsible for implementing the: Pollution Prevention Act of 1990 (PPA); pesticides and toxic substances programs under Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); Federal Food, Drug, and Cosmetic Act (FDCA); Toxic Substances Control Act (TSCA); Asbestos Standards and Hazard Abatement Act of 1984 (ASHAA); Asbestos Hazard Emergency Response Act of 1986 (AHERA); Organotin Antifouling Paint Control Act of 1988 (OAPCA); section 104(i) Comprehensive Environmental Response Compensation and Liability Act of 1986 (CERCLA); and promoting coordination of all Agency programs engaged in toxic substances activities.

The Assistant Administrator has responsibility for: establishing Agency strategies for implementation and integration of the pollution prevention, pesticides and the toxic substances programs under applicable Federal statutes; developing and operating Agency programs and policies for assessment and control of pesticides and toxic substances as well as recommending policies and developing programs for implementing the Pollution Prevention Act; developing recommendations for Agency priorities for research, monitoring, regulatory, and information-gathering activities relating to implementing the Pollution Prevention Act and pesticides and toxic substances programs; developing scientific, technical, economic, and social data basis for the conduct of hazard assessments and evaluations in support of pollution prevention, pesticides and toxics substances activities; directing technical assistance to pollution prevention, pesticides and toxic substances compliance programs; providing toxic substances and pesticides program guidance to EPA regional offices; and monitoring, evaluating, and assessing pesticides and toxic substances program operations in EPA Headquarters and regional offices.

- a. POLLUTION PREVENTION POLICY STAFF. The Pollution Prevention Policy Staff is responsible for developing policies and guiding, directing, and mediating all pollution prevention activities throughout the Agency, working closely with the Pollution Prevention Division under the direction of the Assistant Administrator.
- b. OFFICE OF PROGRAM MANAGEMENT OPERATIONS. The Office of Program Management Operations, under the supervision of a Director, serves as the principal staff to the Assistant Administrator/Deputy Assistant Administrator on matters relating to program management and administrative operations. It provides management advice and assistance to the AA/DAA and components of the Office of Prevention, Pesticides, and Toxic Substances (OPPTS). Within OPPTS develops policies and guidance on administration and program management; issues procedures/guidelines for implementation by the program office; exercises oversight and control of OPPTS budget preparation, justification and execution; financial management; contracts and grants administration; human resources management; information management; automatic data processing; and correspondence management. The office is responsible for operating the management accountability system for tracking General Accounting Office and Inspector General reports and for monitoring program office performance. It serves as point of liaison and coordination with the Office of Planning (OP) in the areas of program management and operations and serves as operations and serves point of liaison and coordination with the office of Administration and Resource Management (OARM) in the areas of budget preparation, justification and execution, human resources management, grants and contracts administration, financial management, facilities and support services, automatic data processing, health and safety services, and organization and management services. The office also provides liaison and coordination with other program offices, Federal agencies, such as the AA/DAA on Agency and interagency task forces, and committees on administrative policy and program management issues. It represents regarding OPPTS policy, administrative, and program management Office of Management, and Budget, and, Congress regarding issues and responsibilities. It ensures that regional resource allocation is

integrated with budget preparation. The office serves as liaison with the Administrator's Staff Offices of Civil Rights and Small and Disadvantaged Business Utilization. It develops data in support of requirements for testimony and other public appearances placed upon the AA and other principals in the office. The office coordinates publication reviews and outreach programs with appropriate Administrator's staff offices and the Office of Communications, Education, and Public Affairs. Responsibilities described herein are carried out through two subordinate staffs: Resource Management Staff and the Federal Register Staff.

2. **OFFICE OF PESTICIDE PROGRAMS.** The Director of the Office of Pesticide Programs, assisted by a Deputy Office Director, is responsible to the Assistant Administrator for Prevention, Pesticides, and Toxic Substances for the overall leadership of the Pesticide Program under the authority of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) and several provisions of the Federal Food, Drug and Cosmetic Act (FFDCA). The immediate office of the Director includes a Resources Management Staff.

- a. **RESOURCES MANAGEMENT STAFF.** The Resources Management Staff (RMS), led by a Chief, assists OPP to formulate and execute budgets and to monitor and assess program performance and costs, and assists OPP with administrative and personnel matters, including employee relations and human resources development. RMS prepares OPP's annual budget guidance; reviews and analyzes budget submissions developed by OPP components; coordinates budget development with OPPTS and consolidates OPP's budget submission to the Agency; prepares briefing materials and responds to inquiries about the budget from Congress, OMB, or others; develops OPP's resource management plan and maintains a resource allocation database; allocates funds and establishes division budgets; and oversees division funds reconciliation and status of funds reports.

RMS develops and maintains resource tracking and reporting systems; collaborates with other OPP components to develop and maintain cost models of OPP operations; assesses cost impacts of legislative or policy alternatives under consideration; monitors expenditures against allocations; coordinates development of and reporting against OPP's office level performance targets; manages periodic program reviews to assess status and identify issues; maintains summary data on all OPP contracts, grants, and IAGs and responds to broad inquiries about OPP's use of extramural resources; coordinates OPP's use of Senior Environmental Fellows; oversees OPP's activities under the FMFIA and GPRA; and maintains a repository of OPP delegations of authority.

RMS coordinates development and external review of organizational proposals; coordinates space management for OPP, and procurements of furniture, equipment, and services; and maintains liaison with Facilities, Building Management, Telecommunications, and other offices to resolve physical security, space management, and health and safety issues and problems.

RMS maintains office-level liaison on personnel matters with the Offices of Human Resources and Organizational Services, Civil Rights, Employee and Labor Relations, and General Counsel; coordinates office-wide policies on personnel matters; maintains an authoritative OPP personnel directory; maintains a comprehensive office-wide training strategy; and supports the OPP Cultural Diversity Task Force and other human resources initiatives. A member of the RMS serves as OPP's Assistant Deputy Ethics Officer.

- b. **ANTIMICROBIALS DIVISION.** The Antimicrobials Division (AD), led by a director, is responsible for the full range of risk assessment, benefit assessment, and risk management functions for antimicrobial pesticides, and serves as the primary point of contact for assigned pesticides for all regulatory and other customer inquiries.

AD performs comprehensive regulatory management of antimicrobial pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; issuing experimental use permits and emergency exemptions from; the requirements for registration; and reviewing state registrations for special local needs. In the area of reregistration AD

develops Registration Eligibility Decisions (REDs) for assigned pesticides first registered before November, 1984; monitors compliance with REDs by affected registrants and reregisters eligible products; and maintains completed REDs for assigned pesticides.

AD assesses the uses, benefits, and economic impacts of its assigned pesticides, working with the Biological and Economic Analysis Division to collect and analyze information including application rates and methods, effectiveness, and quantities of antimicrobial pesticides used, for comparison to alternatives and assessment of benefits and costs.

AD reviews, evaluates, and validates data submitted under FIFRA to support decisions about its assigned pesticides, addressing formulation ingredients and required labeling; toxicity to humans, wildlife, and vegetation; exposure to humans through home, occupational, or other exposures; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats. AD scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making AD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. AD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. AD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

AD supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development.

- c. **BIOLOGICAL AND ECONOMIC ANALYSIS DIVISION.** The Biological and Economic Analysis Division (BEAD), led by a Director, gathers and assesses data on pesticide uses and benefits for the Office of Pesticide Programs, and manages analytical chemistry and antimicrobial efficacy laboratories.

BEAD assesses the uses benefits, and economic impacts of pesticides, collecting and analyzing information including application rates and methods, effectiveness, quantities used, and comparison to alternatives and prepares explicit assessments of their benefits and costs. BEAD acquires and maintains data on regional production of pesticide products, as well as analyzes economic impacts of alternative regulatory decisions, of special or emergency pesticide use applications, and of individual program decisions or policies.

BEAD develops and tests analytical methods for identification and quantification of pesticide residues and metabolites in food, animal feed, and environmental media. BEAD maintains laboratory capabilities to detect pesticide traces in environmental media, to characterize components of complex chemical formulations, to determine contaminants in pesticide products, to support the Agency's quality assurance program, and to provide accurate chemical standards to support OPP, EPA's regional offices and enforcement program, and the states. BEAD conducts post-registration efficacy testing of antimicrobial disinfectant products.

- d. **BIOPESTICIDES AND POLLUTION PREVENTION DIVISION.** The Biopesticides and Pollution Prevention Division (BPPD), led by a Director, is responsible for the full range of risk assessment, benefit assessment, and risk management functions for microbial pesticides, biochemical pesticides, plant pesticides, and other assigned pesticides, and serves as the primary point of contact for assigned pesticides for all regulatory and other customer inquiries. In addition, BPPD has the OPP lead for coordinating and advocating pesticide pollution prevention programs for all classes of pesticides.

BPPD performs comprehensive regulatory management of assigned pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; responding to notices of intent to conduct field tests; issuing experimental use permits and emergency exemptions from the requirements for registration; establishing or revoking tolerances and exemptions from tolerances; and reviewing state registrations for special local needs. In the area of reregistration, BPPD develops Registration Eligibility Decisions (REDs) for assigned pesticides first registered before November, 1984; monitors compliance with REDs by affected registrants and reregisters eligible products; and maintains completed REDs for assigned pesticides. In addition, BPPD leads the OPP program for considering exemptions of certain materials from the requirement for registration as pesticides.

BPPD assesses the uses, benefits, and economic impacts of its assigned pesticides, working with the Biological and Economic Analysis Division to collect and analyze information including application rates and methods, effectiveness, and quantities of biopesticides used, for comparison to alternatives and assessment of benefits and costs.

BPPD reviews, evaluates, and validates data submitted under FIFRA or FFDCA to support decisions about its assigned pesticides, addressing formulation ingredients and required labeling; toxicity to humans, wildlife, and vegetation; exposure to humans through dietary, home, occupational, or other exposures; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats. BPPD scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making BPPD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. BPPD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. BPPD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

BPPD supports Agency collaborative efforts with academia, scientific societies, industry international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development.

In its role as the OPP lead for coordination and advocacy for pesticide pollution prevention programs, BPPD manages the Pesticide Environmental Stewardship Program, with emphasis on commodity-specific use reduction strategies; coordinates Integrated Pest Management activities with other agencies, commodity producers, and private sector cooperators; collaborates with the US Department of Agriculture to encourage research which could lead to reduction of pesticide risks and to broaden the adoption of IPM practices by farmers; funds demonstration projects to encourage use of safer pest management practices; and consults with the other OPP divisions to assist them to incorporate pollution prevention and risk reduction strategies into their decisions.

- e. **ENVIRONMENTAL FATE AND EFFECTS DIVISION.** The Environmental Fate and Effects Division (EFED), led by a Director, reviews, evaluates, and validates data submitted under FIFRA or provided from other sources on the properties and effects of pesticides, addressing toxicity to wildlife and vegetation; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats as a consequence of proposed or actual pesticide use. EFED scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions. EFED has lead responsibility within OPP for groundwater, pesticide monitoring, pesticide disposal, and implementation of the Agency's Quality Assurance Program.

In conjunction with the Health Effects Division, EFED supports the regulatory programs of the Office of Pesticide Programs principally those of the Registration Division and Special Review & Reregistration Division in the overall risk assessment of pesticides. EFED provides scientific expertise to other agency programs and other Federal agencies on the environmental fate and effects of pesticides, including fate in groundwater.

EFED supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development. EFED coordinates with the other OPP divisions with related functions to ensure consistency of scientific practice and consistency and quality of assessment methods. EFED provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- f. **FIELD AND EXTERNAL AFFAIRS DIVISION.** The Field and External Affairs Division (FEAD), under the leadership of a Director, is broadly responsible for coordination of strategic program policies and regulations; for working with EPA regional offices, states, tribal governments and others to develop and implement programs in the field; and for program outreach and communications.

FEAD coordinates and oversees development of both regulations and policies, and guides them through agency and external clearance processes. FEAD prepares legislative proposals and analyzes proposals prepared by others. FEAD serves as the point of contact for non-financial program audits by the General Accounting Office (GAO) or EPA's Inspector General.

In the area of program development and implementation, FEAD has lead responsibility in OPP for developing and implementing field and international programs. FEAD serves as OPP's primary communications link with the Regions, States, Tribes, and foreign governments, providing policy interpretation, sharing information, and maintaining effective liaison. FEAD monitors field impacts of specific OPP decisions, and applies this field experience to further policy and guidance development. FEAD funds technical assistance, training, materials development, and outreach and education for field programs including worker protection, certification and training of pesticide applicators, development of state groundwater management plans, and endangered species protection. In its international programs FEAD coordinates technical assistance to developing nations and consults with developed nations and international agencies to harmonize data requirements, hazard classification systems, and acceptable residue levels in foods.

In the area of outreach and communication, FEAD coordinates and supports the preparation of communications strategies associated with every major OPP action, to ensure effective communication and outreach to affected parties. FEAD also has the OPP lead for preparing and disseminating information aimed at the general public, either to accompany public announcements of OPP actions or policies, or to fulfill an independent need for public information. FEAD has the OPP lead for assisting the public to find the pesticide information or expertise they need, and includes an "OPP Ombudsman" as the focal point of public contact for that purpose. FEAD also serves as OPP's principal link to Congress, public interest groups, trade associations, and both domestic and foreign government agencies. FEAD responds to time-controlled correspondence to Congress and others as assigned by the Administrator's Office, and reports to foreign governments all risk-based cancellation actions. FEAD maintains a reference repository of policy information as a service to OPP, facilitates internal OPP communications, and provides liaison services for establishing subject-area expert contacts with other AA-ships.

- g. **HEALTH EFFECTS DIVISION.** The Health Effects Division (HED), led by a Director, reviews, evaluates and validates data submitted under FIFRA or FFDCA on the properties and effects of pesticides, and characterizes and assesses exposure and risks to humans and domestic animals as a consequence of proposed or actual pesticide uses.

In conjunction with the Environmental Fate & Effects Division, HED supports the regulatory programs of the Office of Pesticide Programs--principally those of the Registration Division and Special Review &

Reregistration Division in the overall risk assessment of pesticides. HED provides scientific expertise to other agency programs and other Federal agencies on adverse effects of pesticides.

HED supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development. HED coordinates with the other OPP divisions with related functions to ensure consistency of scientific practice and consistency and quality of assessment methods. HED provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- h. **INFORMATION RESOURCES AND SERVICES DIVISION.** The Information Resources and Services Division (IRSD), under the leadership of a Director, is generally responsible for managing OPP's information resources and providing OPP staff with the tools needed to collect, create, store, retrieve, process, analyze, and disseminate the vast quantities of scientific, regulatory, and administrative information essential to carrying out the OPP mission. IRSD leads development and implementation of OPP's information resources management strategy, manages OPP's central collections of technical and regulatory information, manages OPP's Local Area Network (LAN) and mainframe system support, responds to FOIA requests for information, and provides technical support for electronic dissemination of OPP's information.

IRSD leads OPP in developing, maintaining, and carrying out an information resources management strategy ensuring that OPP and its customers' needs for information are well understood and provided for that OPP's hardware, software and information management processes are continually upgraded and improved, and that new technologies and processes are smoothly integrated into OPP operations.

IRSD manages OPP's central collections of regulatory case records and decision documents, scientific studies, OPP reviews of these studies, and other records of archival significance. IRSD in-processes all submitted applications and supporting technical data, cataloguing them in central systems and distributing them to the proper recipients. IRSD maintains a central resource library of technical materials, including texts journals, manuals, reports, CD-ROM databases, rare or expensive hardware and software, and interconnectivity to external sources of information. IRSD develops and maintains information and records management standards and procedures, manages the OPP information security program, and directs OPP's information quality assurance and data integrity activities.

In collaboration with other OPP divisions, IRSD assesses user needs and provides access to software design and programming, systems standards and data dictionaries, hardware purchasing, hardware maintenance, and software training. IRSD manages the continued development and maintenance of the OPP Local Area Network, and manages OPP mainframe applications and their migration to the LAN environment. IRSD analyzes, designs, and develops custom systems and evaluates off-the-shelf productivity tools, maintains LAN hardware and software, and provides user support.

IRSD responds to Freedom of Information Act requests, and manages the OPP public docket and the National Pesticide Telecommunications Network. IRSD provides technical support to data owners throughout OPP engaged in electronic dissemination of information, and serves as OPP's liaison to other EPA offices and outside organizations in the areas of information exchange and connectivity.

- i. **REGISTRATION DIVISION.** The Registration Division (RD), led by a Director, manages registration and related processes for all pesticide products not assigned to BPPD or AMD, and serves as the primary point of contact for assigned pesticides for all registration- and tolerance-related customer inquiries.

RD performs comprehensive registration management of assigned pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; issuing experimental use permits and emergency exemptions from the requirements of registration; establishing or revoking tolerances and exemptions from tolerances; and reviewing state

registrations for special local needs. RD reregisters eligible products consistent with Registration Eligibility Decisions (REDs) developed under the leadership of SRRD, and coordinates maintenance of completed REDs.

RD reviews, evaluates, and validates data submitted under FIFRA to support decisions about its assigned pesticides, addressing active and inert formulation ingredients, acute toxicity, and required labeling. RD scientists collaborate with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making RD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. RD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. RD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- j. **SPECIAL REVIEW AND REREGISTRATION DIVISION.** The Special Review and Reregistration Division (SRRD), led by a Director, manages all special reviews and the reregistration of all pesticides first registered before November 1984 and not assigned to BPPD or AMD. SRRD services as the primary point of contact for all special reviews and, for assigned pesticides, for all reregistration-related customer inquiries.

SRRD calls in data related to special reviews, coordinates its review, issues position documents, and follows through to ensure conformance with all requirements. SRRD also manages the reassessment of previously approved tolerances for pesticide residues in food or animal feed, and revises or revokes them as appropriate.

SRRD calls in data to support reregistration of pesticides first registered before November 1984, coordinates its review and the reassessment of tolerances as required, issues Registration Eligibility Decisions (REDs) defining the Agency's scientific and regulatory position on each pesticide, and follows through to ensure conformance with all requirements of the REDs.

In its decision making SRRD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk reduction strategies with registrants, state officials, and others. SRRD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. SRRD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

3. **OFFICE OF POLLUTION PREVENTION AND TOXICS.** The Office of Pollution Prevention and Toxics (OPPT), under the management of a Director and Deputy Director, is responsible to the Assistant Administrator for Prevention, Pesticides and Toxic Substances (OPPTS) for implementation of those activities of the Agency, as mandated by the Toxic Substances Control Act (TSCA); the Asbestos School Hazard Abatement Act of 1984 (ASHAA), the Asbestos Hazard Emergency Response Act of 1986 (AHERA); Section 104(i) Comprehensive Environmental Response, Compensation, and Liability Act of 1986 (CERCLA), Pollution Prevention Act of 1990 (PPA) and Title X - The Residential Lead-based Paint Hazard Reduction Act of 1992. The Director is responsible for promoting pollution prevention activities and the design, development, and application of safer chemical processes and technologies in the industrial sector; promoting risk reduction and responsible risk management practices through the life cycle of major chemicals of concern; and promoting public understanding of the risks of chemicals and public involvement in environmental decision-making through development and dissemination of information on toxic chemicals. Specific activities include: (1) developing, implementing and operating Agency programs and policies for new and existing chemicals; (2) designing Environment program activities; (3) acquiring analysis; (4) supporting the Pollution Prevention Act; (5) information collection and coordination; (6) data development; (7) health, environmental and economic assessment; (8) technical support; (9) negotiated or regulatory control actions; (10) working cooperatively with the Administrator's Pollution Prevention Policy Staff which is responsible for coordinating, guiding, and mediating prevention activities throughout EPA; (11) providing operational guidance to EPA regional offices; (12) reviewing and evaluating pollution prevention and toxic substances activities at EPA Headquarters and regional offices; (13) coordinating TSCA activities; (14) providing information to exporters; (15) coordinating communication with EPA's regions, industrial community, environmental

groups and other interested parties on matters relating to the implementation of the statutes named above; (16) providing technical support to international activities managed by the Office of International Activities; (17) managing the joint planning of the toxic research and development under the auspices of the Pesticides/Toxic Substances Research Committee (CTARC); (18) designing/developing community-based and voluntary pollution reduction programs, such as Environmental Justice initiatives; and (19) facilitating coordination among EPA's voluntary programs.

- a. **CHEMICAL CONTROL DIVISION.** The Chemical Control Division (CCD), under the supervision of a Director, provides program management and rule development support for the Toxic Substances Control Act (TSCA) new chemicals program, the chemical testing program, information reporting and record keeping rules, and for chemicals or chemical categories of the existing chemicals program not designated for management by the Chemical Management Division (CMD) or another OPPT Division. The Division is responsible for (1) developing and implementing appropriate regulatory and nonregulatory control measures for new and existing chemicals under the authorities of TSCA Sections 4, 5, 6, 7, 8, 9, and 13; (2) developing generic and chemical-specific orders and notices pursuant to TSCA Sections 5(a), 5(e), 5(f), and 6(b) for new chemicals and under TSCA Sections 4, 5(a), 6, 7, 8, 9, and 13 for existing chemicals; (3) holding public hearings on such rules as required; (4) managing any necessary post-promulgating programs such as review of exemption applications; (5) overseeing and managing the risk management-1 (RM1) and risk management-2 (RM2) phases of the existing chemicals program, including developing project work plans, schedules, outputs, and budgets; (6) coordinating RM1 assessment activities with the support of the Chemical Screening and Risk Assessment Division (CSRAD) (and other OPPT divisions), and chairing RM1 meetings; (7) overseeing and managing RM2 assessments (scoping and decision reports), guidance meetings, and decision meetings; (8) developing and publishing referrals of chemical problems to other Federal Agencies, when appropriate, under Section 9(a) or 9(d) of TSCA and coordinating, with the support of CSRAD, the preparation of chemical advisories; (9) overseeing and managing the new chemical regulatory evaluation and decision-making process under Section 5 of TSCA; (10) selecting appropriate control measures; (11) implementing necessary control actions (in the form of either negotiated binding agreements or promulgated orders or rules); (12) overseeing and managing the regulatory evaluation and decision-making process for existing chemicals under TSCA Sections 5(a), 6, 7, and 9; (13) evaluating alternative remedial control measures available under TSCA and other authorities administered by EPA and other Federal Agencies; (14) identifying options and making recommendations regarding appropriate regulatory controls; (15) drafting and publishing proposed and final rules under TSCA implementing the adopted approaches; (16) initiating and/carrying out actions to follow up, and, if necessary, further control particularly hazardous new chemicals entering commercial production; (17) overseeing and managing the chemical testing program under TSCA Section 4; (18) developing and implementing information gathering rules under TSCA Section 8 and import certifications under Section 13; (19) managing development and implementation of the Master Testing List (MTL) for the selection of specific chemicals or categories of chemicals for testing under TSCA Section 4; (20) negotiating industry testing without rulemaking; (21) developing testing actions (rules, consent orders, or voluntary agreements) on high priority chemicals from the MTL and responses to the TSCA Interagency Testing Committee (ITC); (22) evaluating modifications to and exemptions from testing; (23) providing support for enforcement activities; and (24) developing and cooperating with other Federal agencies in the development of rules and guidelines under TSCA Section 13.
- b. **ECONOMICS EXPOSURE AND TECHNOLOGY DIVISION.** The Economics, Exposure and Technology Division (EETD) performs all technical analyses in the areas of economic, industrial chemistry, engineering, and exposure assessment in support of all OPPT regulatory and non-regulatory programs. EETD, under the supervision of a Director, is responsible for: developing and implementing rules and policies for maintaining and updating the TSCA Chemical Substances Inventory and providing inventory search support for all TSCA programs; providing all economic, industrial chemistry, and engineering analyses, including integrated assessments of human and environmental exposure to chemical substances and microorganisms in support of OPPT program activities; providing exposure assessment, economic, industrial chemistry and engineering support needed for Sections 4, 5, 6, 7, and 8 of TSCA rulemaking, assessment activities, and voluntary programs and technical outreach activities; providing state of the art methodologies

for the applications of economics (including incentives and other innovative approaches), engineering, exposure assessment, and industrial chemistry to support risk analysis, risk reduction, and regulatory and non-regulatory risk management activities of OPPT; ensuring that the economics and technical feasibility and relative costs, benefits, and socio-economic impacts of alternative approaches to reducing risks are fully considered in the formulation, selection, and justification of risk reduction options for all regulatory and non-regulatory activities of OPPT; integrating the assessment of total chemical exposure, direct and indirect, to humans and the environment for all OPPT program areas; providing scientific assessments of total exposure to chemicals and microorganisms, including materials balances, treatment systems, efficiencies of releases from these systems, populations information, assessment methods for direct and indirect exposure, chemical fate and biological fate; developing and preparing all environmental fate test guidelines for Sections 4 and 5 of TSCA, supporting data auditing activities for testing; identifying and developing new methods and techniques for laboratory testing and evaluation of the transport and transformation of chemical substances through intramural efforts, extramural studies, and collaboration with EPA's Office of Research and Development and other Federal and international organizations; and providing support for enforcement actions.

- c. **ENVIRONMENTAL ASSISTANCE DIVISION.** The Environmental Assistance Division (EAD), under the supervision of a Director, is responsible for: (1) serving as the principal staff division to the Office Director for Pollution Prevention and Toxics (OPPT) on matters relating to budgeting, program planning, resource management, administrative operations, program evaluation and human resources; (2) recommending and implementing administrative policies and procedures OPPT wide; (3) formulating OPPT's budget submission to the Agency, OMB and Congress; (4) developing; providing analytical, technical, and financial management support; and implementing OPPT's operations plan/program plan; (5) execution of program plan (PETS); (6) providing input to the Agency's Management Accountability and report System (GPRA); (7) conducting reviews and evaluations of OPPT programs to determine effectiveness, efficiency and ability to attain goals and objectives, including the development of appropriate criteria to measure program performance and environmental results; (8) coordinating OPPT input to the major Agency tracking systems for: budget information, program resource activities, and the Regulatory agenda; (9) ensuring that OPPT's programs conform to the requirements of the Federal Manager's Financial Integrity Act (FMFIA); (10) ensuring that OPPT's programs conform to the requirements of the Federal Paperwork Reduction Act, including preparation of new and renewal Information Collection Requests (ICR's) and the annual Information Collection Budget; (11) coordinating development of modifications to delegations of authority affecting OPPT, and maintaining an up-to-date compilation of such delegations; (12) providing support for OPPT-wide human resources including staff training and career development, internal communications and implementation/organization development services; (13) recommending and implementing administrative policies and procedures OPPT wide; (14) designing and implementing administrative management information systems; (15) directing the performance management process; (16) monitoring and auditing OPPT resources; (17) providing OPPT with administrative, personnel and financial management services; (18) preparing and executing financial management administrative expense support activities for OPPT; (19) providing oversight of TSCA security and determining that contractor/regional sites are physically secure through annual site inspection; (20) providing guidance to OPPT and other authorized parties as to what security measures are required for handling TSCA CBI; (21) implementing the EPA conflict of interest program; (22) carrying out the OPPT quality assurance program, (23) carrying out the Agency information resource protection program; (24) providing comprehensive outreach, liaison, and technical assistance activities to enhance development and implementation of OPPT pollution prevention and toxic chemical use control programs under the Toxic Substances Control Act (TSCA), the Asbestos School Hazard Abatement Act (ASHAA), the Asbestos Hazard Response Act (ASHERA), Section 104 (i) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1986 and the Pollution Prevention Act (PPA) 1990; (25) providing comprehensive environmental assistance activities designed to: (a) involve EPA Regions, States, industry, non-governmental organizations, and the public in OPPT initiatives and decision-making; (b) increase understanding of pollution prevention and toxic chemical use and control programs; (c) enhance State and local capabilities to carry out pollution prevention and toxic chemical use and control programs; (d) build national pollution prevention and toxic chemical use and control programs with EPA/OPPT

Regional staff; (e) reduce risk through communications; and (f) enhance implementation and decentralization of OPPT programs; (26) developing assistance, OPPT outreach and information ex-change strategies for pollution prevention and toxic chemical use and control programs to increase awareness of, participation in, and input to the development and implementation of these pro-grams by external constituent groups such as industry associations, environmental groups, other public interest groups, labor unions, State and local environmental officials, EPA staff from Regional offices or other headquarters program offices, international organizations or foreign governments in consultation with the Office of International Activities, and the general public; (27) responding to Congressional correspondence and inquiries; (28) preparing Congressional testimony; (29) providing Regional Offices with technical information in risk assessment and risk management activities for chemicals reviewed and evaluated by OPPT Existing Chemicals Program; (30) operating the tribal program for OPPT; (31) serving as OPPT's Small Business Ombudsman; and (32) as appropriate, provide support for enforcement activities.

- d. **INFORMATION MANAGEMENT DIVISION.** The Information Management Division (IMD), under the supervision of the Director, is responsible for establishing a strong information base to support implementation of the Toxic Substances Control Act (TSCA) and the Pollution Prevention Act (PPA). IMD is the primary source of chemical information in EPA. Responsibilities of IMD include: (1) developing and implementing OPPT-wide strategies, policies and standards for information management technology, public accessibility, information integration, systems development, data quality, data definitions and records management; (2) developing and implementing policies and procedures for disseminating chemical data within EPA, to other Federal agencies, state and local governments, Congress, environmental and public interest groups, the general public and other countries; (3) developing, implementing and evaluating policies and procedures for control and protection of TSCA CBI; (4) developing and operating automated and non-automated information systems to process, store and make accessible information under TSCA and PPA; (5) supporting other OPPT divisions in collecting, storing, maintaining and accessing information under TSCA and PPA; (6) managing receipt and handling of all data and documents submitted under TSCA and PPA; (7) serving as the OPPT lead for all activities under the Freedom of Information Act (FOIA); (8) developing information products and providing them to the user community; (9) providing information retrieval services that search scientific literature, commercial data bases, OPPT data bases and other Agency and Federal data bases; (10) maintaining a collection of scientific literature relating to health and environmental effects of chemicals; (11) operating the OPPT public docket and public reading room which serve as the primary source of information on OPPT rulemakings and other administrative actions; (12) providing policies, management and support for personal computers and local area networks (LANs) in OPPT; (13) supporting enforcement activities under TSCA and PPA; (14) serving as the OPPT focal point for coordination with the Agency's Office of Information Resources Management; (15) evaluating and implementing emerging information management technology; (16) developing IRM strategic plans and information architectures; supporting OPPT divisions in developing and maintaining information systems; and (17) supporting Agency-wide initiatives to integrate data and improve reporting procedures. IMD consists of four branches. The branches are: the Information Access Branch, the Records and Dockets Management Branch, the Information Technology and Support Branch and the Science Information Branch.
- e. **NATIONAL PROGRAM CHEMICALS DIVISION.** The National Program Chemicals Division (NPCD) is responsible for (1) developing and managing multi-media regulatory and non-regulatory control programs, and other private or public sector initiatives to reduce and manage risks from designated National Program Chemicals (NPCs) or other priority risk management chemicals within the Office of Pollution Prevention and Toxics (OPPT); (2) developing national strategies, regulations, non-regulatory initiatives and operating programs to reduce and manage risk from NPCs and other priority risk management chemicals, carrying out these responsibilities in coordination with international organizations, other Federal agencies and EPA program offices, EPA Regional Offices, States, localities, and environmental groups, industry associations, interest groups and the general public. The NPCD uses the authorities granted under TSCA Section 4, 5, 6, 7, 9 and 11, specifically, and other titles of TSCA for the OPPT-administered statutes, as appropriate and necessary to carry out its responsibilities; (3) carrying out post-promulgation activities, in coordination with regional and state offices, concerning activities necessary to implement regulations governing its assigned

chemicals; (4) designing, developing and implementing technical programs as necessary to support management of NPCs and other priority chemicals, by providing special expertise and office-level program technical leadership in the professional skill areas of statistical analysis, modeling, survey design, monitoring programs' technical design, operations research, chemical measurement, and analytical methods. NPCD technical programs are developed and managed in support of NPCD-assigned chemicals and other OPPT projects where NPCD skills are essential. NPCD technical program resources are also used to provide analytical support to other EPA Programs and the Regional offices and other Federal agencies, such as the Department of Housing and Urban Development; and (5) the NPCD, under TSCA, AHERA, ASHAA/ASHARA, and Title X authorities, as appropriate: (a) develops and manages comprehensive Federal grants, provides outreach, liaison, technical assistance and other program support, to enhance development and implementation of State and local response actions to reduce asbestos health risk in public and commercial buildings, and schools; (b) develops and manages the Agency-wide lead program, including the use of regulatory controls, non-regulatory control measures, and other private or public sector initiatives such as rulemaking, negotiation and voluntary agreements, outreach, liaison, public education, and technical assistance programs to reduce risks of lead exposures; those responsibilities include fostering region, State and local networks and training programs; (c) manages and implements Section 6(e) of TSCA and regulations promulgated therein that address the manufacture, processing, distribution in commerce, use, marketing and disposal of polychlorinated biphenyls (PCBs); processes applications for exemptions from the requirement of Section 6(e)(3)(A) of TSCA; develops and manages outreach, public education, liaison, and technical assistance programs to assist in reducing risk of PCBs, in coordination with Regional, State and local authorities; (d) provides statistical and quantitative analysis expertise to OPPT, other EPA programs, and other Federal agencies in support of risk management decision-making for NPCs and other designated chemicals of concern; provides similar technical support to EPA Regions, States and localities in evaluating site-specific risk associated with emergencies, disposal and other clean-up activities involving NPCs or other chemicals of concern; and (e) develops and administers rules, voluntary agreements, programs strategies and other public or private sector initiatives to reduce and manage risk from designated NPCs and other program priority chemicals such as mineral and organic fibers, metals, halogenated organics or other substances appropriate to NPCD management.

- f. **POLLUTION PREVENTION DIVISION.** The Pollution Prevention Division (PPD) under the supervision of a Director, has lead responsibility within the Office of Pollution Prevention and Toxics for implementing the Office's responsibilities under Section 4(b) of the Pollution Prevention Act of 1990 (PPA). PPD's responsibilities include both programmatic responsibilities and coordination with other Agency programs and Regional offices to promote pollution prevention. Specifically it includes (1) coordinate cross program pollution prevention initiatives with regional pollution prevention coordinators; (2) implementation (in cooperation and assistance from Regions) of the Pollution Prevention State Grants Programs; (3) develops and implements the pollution prevention Technical Assistance Program (in cooperation with the Office of Research and Development); (4) implements the pollution prevention outreach program; (5) develops Pollution Prevention Sector strategies in cooperation with other EPA programs; (6) manages the development and implementation of the Agency Pollution Prevention Training Program (in cooperation with the Training Institute); (7) develops and implements pollution prevention educational initiatives; (8) provides oversight of pollution prevention Model Community Programs; (9) promotes pollution prevention with international organizations in cooperation with the Office of International Activities; (10) develops and evaluates methods for Agency use in its internal management systems to promote pollution prevention; (11) coordinates OPPT's involvement in the Source Reduction Review Project; (12) develops measurement methodology using Toxic Release Inventory (TRI) data; (13) serves as OPPT and Agency lead on labeling and environmental marketing issues; (14) develops Reports to Congress as required under the PPA; and (15) provides support for enforcement activities.
- g. **RISK ASSESSMENT DIVISION.** The Risk Assessment Division (RAD), under the supervision of a Director, is responsible for: (1) Assessing the health and environmental hazards and risks of new and existing chemicals and microorganisms and preparing integrated hazard and risk assessment documents as needed to support the full range of OPPT's regulatory and non-regulatory programs; (2) assessing the health and

environmental hazards and risks of high production volume chemicals via U.S. participation in the Organization for Economic Cooperation and Development (OECD) Screening Information Data Sets (SIDS) program; (3) reviewing and evaluating health and environmental effects test data submitted under TSCA or other authorities administered by OPPT, and providing expert scientific support to Agency audits of testing programs producing such data; (4) managing the OPPT Structure-Activity Team (SAT); (5) developing and updating health and environmental effects test methods and guidelines in support of OPPT programs; (6) developing and updating techniques, procedures and criteria for assessing the health and environmental hazards and risks of chemicals and microorganisms and ensuring that procedures and criteria employed by OPPT are consistent with Agency guidelines and the current scientific state-of-the-art; (7) collaborating with EPA's Office of Research and Development in defining and reviewing Agency research related to characterizing the health and environmental effects of chemicals and micro-organisms; and (8) providing support for enforcement activities.

4. **OFFICE OF SCIENCE COORDINATION AND POLICY.** The Office of Science Coordination and Policy (OSCP) is responsible to the Assistant Administrator for Prevention, Pesticides and Toxic Substances for the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities. Functions include implementing: complex science policy issues pertaining to pollution prevention, pesticides and toxic substances; in consultation with the rest of the Agency, the Pollution Prevention Act of 1990 (PPA); pesticides and toxic substances programs under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), the Federal Food, Drug, and Cosmetic Act (FFDCA); the Toxic Substances Control Act (TSCA); the Asbestos School Hazard Abatement Act of 1984 (ASHAA); the Asbestos Hazard Emergency Response Act of 1986 (AHEWRA); Organotin Antifouling Paint Control Act of 1988 (OAPCA); section 104(I) Comprehensive Environmental Response Compensation and Liability Act of 1986 (CERCLA); and Food Quality Protection Act of 1996 (FQPA).

OSCP also will: serve as OPPTS' principal point of contact for all major science-based policies and assessment tools, serve as the coordination point for interaction with other organizations within the Agency and external to the Agency dealing with emerging science issues and concerns on interagency, international and domestic levels, and address training and resource issues affecting OPPTS' scientists that transcend individual OPPTS offices.

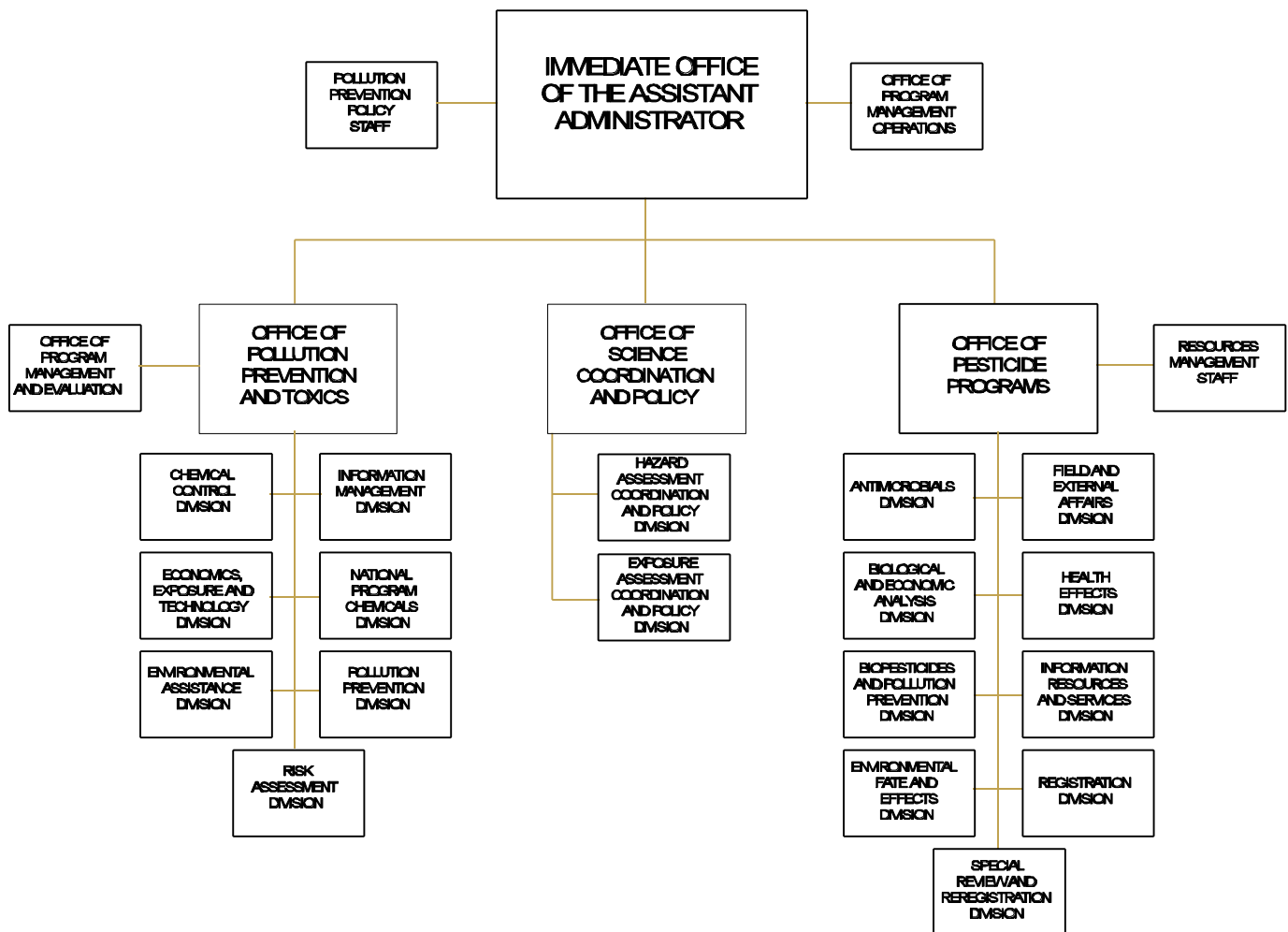
Background and Supplemental Information: Training and resource issues affecting OPPTS' scientists that transcend individual OPPTS offices include: fostering cross-program seminars and training sessions on topics on common interest and presented by expert scientists both inside and outside of EPA and assuring adequacy of library support, access to the scientific literature via database searching and other means, and access to other critical scientific databases. OSCP coordinates the OPPTS implementation of the EPA Quality Assurance (QA) Program.

- a. **HAZARD ASSESSMENT COORDINATION AND POLICY DIVISION.** The Hazard Assessment Coordination and Policy Division (HACPD) is responsible for: the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities relating to hazard assessment; serving as the principal point of contact and the coordination points for interactions with other offices within the Agency and the federal government on scientific and technical issues; serving as the OPPTS lead on activities such as those related to the Office of Children's Health Protection and the Science Policy Council; and administering the activities of the FIFRA Science Review Board and the merged FIFRA Scientific Advisory Panel/Biotechnology Science Advisory Committee.
- b. **EXPOSURE ASSESSMENT COORDINATION AND POLICY DIVISION.** The Exposure Assessment Coordination and Policy Division (EACPD) is responsible for: the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities relating to exposure assessment and biotechnology; serving as principal contact and coordination point for interactions with other national governments and multinational organizations, such as the Organization for Economic Cooperation and Development (OECD), and the International Programme on Chemical Safety (IPCS) [these interactions involve scientific and technical issues such as the: development and harmonization of chemical testing guidelines (with OECD), scientific activities to hazard classification and labeling (with OECD); and

the harmonization of risk assessment methodologies (with IPCS)]; and working closely with the OPPTS Counselor for International Affairs and the Office of International Activities on scientific issues.

OFFICE OF PREVENTION, PESTICIDES, AND TOXIC SUBSTANCES (OPPTS)

OPPTS ORGANIZATIONAL CHART



OPPTS FUNCTIONAL STATEMENT

1. OFFICE OF THE ASSISTANT ADMINISTRATOR FOR PREVENTION, PESTICIDES, AND TOXIC SUBSTANCES.

The functions and responsibilities outlined below are assigned to the Assistant Administrator for Prevention, Pesticides and Toxic Substances and are carried out by officials within the Office of Prevention, Pesticides, and Toxic Substances (OPPTS) under his/her supervision.

The Assistant Administrator serves as the principal advisor to the Administrator in matters pertaining to pollution prevention, pesticides and toxic substances and is responsible for implementing the: Pollution Prevention Act of 1990 (PPA); pesticides and toxic substances programs under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); Federal Food, Drug, and Cosmetic Act (FFDCA); Toxic Substances Control Act (TSCA); Asbestos School Hazard Abatement Act of 1984 (ASHAA); Asbestos Hazard Emergency Response Act of 1986 (ASHERA); Organotin Antifouling Paint Control Act of 1988 (OAPCA); section 104(i) Comprehensive Environmental Response Compensation and Liability Act of 1986 (CERCLA); and promoting coordination of all Agency programs engaged in toxic substances activities.

The Assistant Administrator has responsibility for: establishing Agency strategies for implementation and integration of the pollution prevention, pesticides and the toxic substances programs under applicable Federal statutes; developing and operating Agency programs and policies for assessment and control of pesticides and toxic substances as well as recommending policies and developing programs for implementing the Pollution Prevention Act; developing recommendations for Agency priorities for research, monitoring, regulatory, and information-gathering activities relating to implementing the Pollution Prevention Act and pesticides and toxic substances programs; developing scientific, technical, economic, and social data basis for the conduct of hazard assessments and evaluations in support of pollution prevention, pesticides and toxic substances activities; directing technical assistance to pollution prevention, pesticides and toxic substances compliance programs; providing toxic substances and pesticides program guidance to EPA regional offices; and monitoring, evaluating, and assessing pesticides and toxic substances program operations in EPA Headquarters and regional offices.

- a. POLLUTION PREVENTION POLICY STAFF. The Pollution Prevention Policy Staff is responsible for developing policies and guiding, directing, and mediating all pollution prevention activities throughout the Agency, working closely with the Pollution Prevention Division under the direction of the Assistant Administrator.
- b. OFFICE OF PROGRAM MANAGEMENT OPERATIONS. The Office of Program Management Operations, under the supervision of a Director, serves as the principal staff to the Assistant Administrator/Deputy Assistant Administrator on matters relating to program management and administrative operations. It provides management advice and assistance to the AA/DAA and components of the Office of Prevention, Pesticides, and Toxic Substances (OPPTS). Within OPPTS develops policies and guidance on administration and program management; issues procedures/guidelines for implementation by the program office; exercises oversight and control of OPPTS budget preparation, justification and execution; financial management; contracts and grants administration; human resources management; information management; automatic data processing; and correspondence management. The office is responsible for operating the management accountability system for tracking General Accounting Office and Inspector General reports and for monitoring program office performance. It serves as point of liaison and coordination with the Office of Planning (OP) in the areas of program management and operations and serves as operations and serves point of liaison and coordination with the office of Administration and Resource Management (OARM) in the areas of budget preparation, justification and execution, human resources management, grants and contracts administration, financial management, facilities and support services, automatic data processing, health and safety services, and organization and management services. The office also provides liaison and coordination with other program offices, Federal agencies, such as the AA/DAA on Agency and interagency task forces, and committees on administrative policy and program management issues. It represents regarding OPPTS policy, administrative, and program management Office of Management, and Budget, and, Congress regarding issues and responsibilities. It ensures that regional resource allocation is

integrated with budget preparation. The office serves as liaison with the Administrator's Staff Offices of Civil Rights and Small and Disadvantaged Business Utilization. It develops data in support of requirements for testimony and other public appearances placed upon the AA and other principals in the office. The office coordinates publication reviews and outreach programs with appropriate Administrator's staff offices and the Office of Communications, Education, and Public Affairs. Responsibilities described herein are carried out through two subordinate staffs: Resource Management Staff and the Federal Register Staff.

2. **OFFICE OF PESTICIDE PROGRAMS.** The Director of the Office of Pesticide Programs, assisted by a Deputy Office Director, is responsible to the Assistant Administrator for Prevention, Pesticides, and Toxic Substances for the overall leadership of the Pesticide Program under the authority of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) and several provisions of the Federal Food, Drug and Cosmetic Act (FFDCA). The immediate office of the Director includes a Resources Management Staff.

- a. **RESOURCES MANAGEMENT STAFF.** The Resources Management Staff (RMS), led by a Chief, assists OPP to formulate and execute budgets and to monitor and assess program performance and costs, and assists OPP with administrative and personnel matters, including employee relations and human resources development. RMS prepares OPP's annual budget guidance; reviews and analyzes budget submissions developed by OPP components; coordinates budget development with OPPTS and consolidates OPP's budget submission to the Agency; prepares briefing materials and responds to inquiries about the budget from Congress, OMB, or others; develops OPP's resource management plan and maintains a resource allocation database; allocates funds and establishes division budgets; and oversees division funds reconciliation and status of funds reports.

RMS develops and maintains resource tracking and reporting systems; collaborates with other OPP components to develop and maintain cost models of OPP operations; assesses cost impacts of legislative or policy alternatives under consideration; monitors expenditures against allocations; coordinates development of and reporting against OPP's office level performance targets; manages periodic program reviews to assess status and identify issues; maintains summary data on all OPP contracts, grants, and IAGs and responds to broad inquiries about OPP's use of extramural resources; coordinates OPP's use of Senior Environmental Fellows; oversees OPP's activities under the FMFIA and GPRA; and maintains a repository of OPP delegations of authority.

RMS coordinates development and external review of organizational proposals; coordinates space management for OPP, and procurements of furniture, equipment, and services; and maintains liaison with Facilities, Building Management, Telecommunications, and other offices to resolve physical security, space management, and health and safety issues and problems.

RMS maintains office-level liaison on personnel matters with the Offices of Human Resources and Organizational Services, Civil Rights, Employee and Labor Relations, and General Counsel; coordinates office-wide policies on personnel matters; maintains an authoritative OPP personnel directory; maintains a comprehensive office-wide training strategy; and supports the OPP Cultural Diversity Task Force and other human resources initiatives. A member of the RMS serves as OPP's Assistant Deputy Ethics Officer.

- b. **ANTIMICROBIALS DIVISION.** The Antimicrobials Division (AD), led by a director, is responsible for the full range of risk assessment, benefit assessment, and risk management functions for antimicrobial pesticides, and serves as the primary point of contact for assigned pesticides for all regulatory and other customer inquiries.

AD performs comprehensive regulatory management of antimicrobial pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; issuing experimental use permits and emergency exemptions from; the requirements for registration; and reviewing state registrations for special local needs. In the area of reregistration AD

develops Registration Eligibility Decisions (REDs) for assigned pesticides first registered before November, 1984; monitors compliance with REDs by affected registrants and reregisters eligible products; and maintains completed REDs for assigned pesticides.

AD assesses the uses, benefits, and economic impacts of its assigned pesticides, working with the Biological and Economic Analysis Division to collect and analyze information including application rates and methods, effectiveness, and quantities of antimicrobial pesticides used, for comparison to alternatives and assessment of benefits and costs.

AD reviews, evaluates, and validates data submitted under FIFRA to support decisions about its assigned pesticides, addressing formulation ingredients and required labeling; toxicity to humans, wildlife, and vegetation; exposure to humans through home, occupational, or other exposures; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats. AD scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making AD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. AD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. AD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

AD supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development.

- c. **BIOLOGICAL AND ECONOMIC ANALYSIS DIVISION.** The Biological and Economic Analysis Division (BEAD), led by a Director, gathers and assesses data on pesticide uses and benefits for the Office of Pesticide Programs, and manages analytical chemistry and antimicrobial efficacy laboratories.

BEAD assesses the uses benefits, and economic impacts of pesticides, collecting and analyzing information including application rates and methods, effectiveness, quantities used, and comparison to alternatives and prepares explicit assessments of their benefits and costs. BEAD acquires and maintains data on regional production of pesticide products, as well as analyzes economic impacts of alternative regulatory decisions, of special or emergency pesticide use applications, and of individual program decisions or policies.

BEAD develops and tests analytical methods for identification and quantification of pesticide residues and metabolites in food, animal feed, and environmental media. BEAD maintains laboratory capabilities to detect pesticide traces in environmental media, to characterize components of complex chemical formulations, to determine contaminants in pesticide products, to support the Agency's quality assurance program, and to provide accurate chemical standards to support OPP, EPA's regional offices and enforcement program, and the states. BEAD conducts post-registration efficacy testing of antimicrobial disinfectant products.

- d. **BIOPESTICIDES AND POLLUTION PREVENTION DIVISION.** The Biopesticides and Pollution Prevention Division (BPPD), led by a Director, is responsible for the full range of risk assessment, benefit assessment, and risk management functions for microbial pesticides, biochemical pesticides, plant pesticides, and other assigned pesticides, and serves as the primary point of contact for assigned pesticides for all regulatory and other customer inquiries. In addition, BPPD has the OPP lead for coordinating and advocating pesticide pollution prevention programs for all classes of pesticides.

BPPD performs comprehensive regulatory management of assigned pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; responding to notices of intent to conduct field tests; issuing experimental use permits and emergency exemptions from the requirements for registration; establishing or revoking tolerances and exemptions from tolerances; and reviewing state registrations for special local needs. In the area of reregistration, BPPD develops Registration Eligibility Decisions (REDs) for assigned pesticides first registered before November, 1984; monitors compliance with REDs by affected registrants and reregisters eligible products; and maintains completed REDs for assigned pesticides. In addition, BPPD leads the OPP program for considering exemptions of certain materials from the requirement for registration as pesticides.

BPPD assesses the uses, benefits, and economic impacts of its assigned pesticides, working with the Biological and Economic Analysis Division to collect and analyze information including application rates and methods, effectiveness, and quantities of biopesticides used, for comparison to alternatives and assessment of benefits and costs.

BPPD reviews, evaluates, and validates data submitted under FIFRA or FFDCA to support decisions about its assigned pesticides, addressing formulation ingredients and required labeling; toxicity to humans, wildlife, and vegetation; exposure to humans through dietary, home, occupational, or other exposures; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats. BPPD scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making BPPD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. BPPD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. BPPD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

BPPD supports Agency collaborative efforts with academia, scientific societies, industry international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development.

In its role as the OPP lead for coordination and advocacy for pesticide pollution prevention programs, BPPD manages the Pesticide Environmental Stewardship Program, with emphasis on commodity-specific use reduction strategies; coordinates Integrated Pest Management activities with other agencies, commodity producers, and private sector cooperators; collaborates with the US Department of Agriculture to encourage research which could lead to reduction of pesticide risks and to broaden the adoption of IPM practices by farmers; funds demonstration projects to encourage use of safer pest management practices; and consults with the other OPP divisions to assist them to incorporate pollution prevention and risk reduction strategies into their decisions.

- e. **ENVIRONMENTAL FATE AND EFFECTS DIVISION.** The Environmental Fate and Effects Division (EFED), led by a Director, reviews, evaluates, and validates data submitted under FIFRA or provided from other sources on the properties and effects of pesticides, addressing toxicity to wildlife and vegetation; exposure to non-target vegetation, insects, fish, birds, and other wildlife; fate in water, soil, or other environmental media; and effects on endangered species and their habitats as a consequence of proposed or actual pesticide use. EFED scientists integrate the results of separate technical assessments and characterize the overall risk, collaborating with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions. EFED has lead responsibility within OPP for groundwater, pesticide monitoring, pesticide disposal, and implementation of the Agency's Quality Assurance Program.

In conjunction with the Health Effects Division, EFED supports the regulatory programs of the Office of Pesticide Programs principally those of the Registration Division and Special Review & Reregistration Division in the overall risk assessment of pesticides. EFED provides scientific expertise to other agency programs and other Federal agencies on the environmental fate and effects of pesticides, including fate in groundwater.

EFED supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development. EFED coordinates with the other OPP divisions with related functions to ensure consistency of scientific practice and consistency and quality of assessment methods. EFED provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- f. **FIELD AND EXTERNAL AFFAIRS DIVISION.** The Field and External Affairs Division (FEAD), under the leadership of a Director, is broadly responsible for coordination of strategic program policies and regulations; for working with EPA regional offices, states, tribal governments and others to develop and implement programs in the field; and for program outreach and communications.

FEAD coordinates and oversees development of both regulations and policies, and guides them through agency and external clearance processes. FEAD prepares legislative proposals and analyzes proposals prepared by others. FEAD serves as the point of contact for non-financial program audits by the General Accounting Office (GAO) or EPA's Inspector General.

In the area of program development and implementation, FEAD has lead responsibility in OPP for developing and implementing field and international programs. FEAD serves as OPP's primary communications link with the Regions, States, Tribes, and foreign governments, providing policy interpretation, sharing information, and maintaining effective liaison. FEAD monitors field impacts of specific OPP decisions, and applies this field experience to further policy and guidance development. FEAD funds technical assistance, training, materials development, and outreach and education for field programs including worker protection, certification and training of pesticide applicators, development of state groundwater management plans, and endangered species protection. In its international programs FEAD coordinates technical assistance to developing nations and consults with developed nations and international agencies to harmonize data requirements, hazard classification systems, and acceptable residue levels in foods.

In the area of outreach and communication, FEAD coordinates and supports the preparation of communications strategies associated with every major OPP action, to ensure effective communication and outreach to affected parties. FEAD also has the OPP lead for preparing and disseminating information aimed at the general public, either to accompany public announcements of OPP actions or policies, or to fulfill an independent need for public information. FEAD has the OPP lead for assisting the public to find the pesticide information or expertise they need, and includes an "OPP Ombudsman" as the focal point of public contact for that purpose. FEAD also serves as OPP's principal link to Congress, public interest groups, trade associations, and both domestic and foreign government agencies. FEAD responds to time-controlled correspondence to Congress and others as assigned by the Administrator's Office, and reports to foreign governments all risk-based cancellation actions. FEAD maintains a reference repository of policy information as a service to OPP, facilitates internal OPP communications, and provides liaison services for establishing subject-area expert contacts with other AA-ships.

- g. **HEALTH EFFECTS DIVISION.** The Health Effects Division (HED), led by a Director, reviews, evaluates and validates data submitted under FIFRA or FFDCA on the properties and effects of pesticides, and characterizes and assesses exposure and risks to humans and domestic animals as a consequence of proposed or actual pesticide uses.

In conjunction with the Environmental Fate & Effects Division, HED supports the regulatory programs of the Office of Pesticide Programs--principally those of the Registration Division and Special Review &

Reregistration Division in the overall risk assessment of pesticides. HED provides scientific expertise to other agency programs and other Federal agencies on adverse effects of pesticides.

HED supports Agency collaborative efforts with academia, scientific societies, industry, international organizations, and other countries in hazard assessments, regulatory programs, standard setting, and guideline development. HED coordinates with the other OPP divisions with related functions to ensure consistency of scientific practice and consistency and quality of assessment methods. HED provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- h. **INFORMATION RESOURCES AND SERVICES DIVISION.** The Information Resources and Services Division (IRSD), under the leadership of a Director, is generally responsible for managing OPP's information resources and providing OPP staff with the tools needed to collect, create, store, retrieve, process, analyze, and disseminate the vast quantities of scientific, regulatory, and administrative information essential to carrying out the OPP mission. IRSD leads development and implementation of OPP's information resources management strategy, manages OPP's central collections of technical and regulatory information, manages OPP's Local Area Network (LAN) and mainframe system support, responds to FOIA requests for information, and provides technical support for electronic dissemination of OPP's information.

IRSD leads OPP in developing, maintaining, and carrying out an information resources management strategy ensuring that OPP and its customers' needs for information are well understood and provided for that OPP's hardware, software and information management processes are continually upgraded and improved, and that new technologies and processes are smoothly integrated into OPP operations.

IRSD manages OPP's central collections of regulatory case records and decision documents, scientific studies, OPP reviews of these studies, and other records of archival significance. IRSD in-processes all submitted applications and supporting technical data, cataloguing them in central systems and distributing them to the proper recipients. IRSD maintains a central resource library of technical materials, including texts journals, manuals, reports, CD-ROM databases, rare or expensive hardware and software, and interconnectivity to external sources of information. IRSD develops and maintains information and records management standards and procedures, manages the OPP information security program, and directs OPP's information quality assurance and data integrity activities.

In collaboration with other OPP divisions, IRSD assesses user needs and provides access to software design and programming, systems standards and data dictionaries, hardware purchasing, hardware maintenance, and software training. IRSD manages the continued development and maintenance of the OPP Local Area Network, and manages OPP mainframe applications and their migration to the LAN environment. IRSD analyzes, designs, and develops custom systems and evaluates off-the-shelf productivity tools, maintains LAN hardware and software, and provides user support.

IRSD responds to Freedom of Information Act requests, and manages the OPP public docket and the National Pesticide Telecommunications Network. IRSD provides technical support to data owners throughout OPP engaged in electronic dissemination of information, and serves as OPP's liaison to other EPA offices and outside organizations in the areas of information exchange and connectivity.

- i. **REGISTRATION DIVISION.** The Registration Division (RD), led by a Director, manages registration and related processes for all pesticide products not assigned to BPPD or AMD, and serves as the primary point of contact for assigned pesticides for all registration- and tolerance-related customer inquiries.

RD performs comprehensive registration management of assigned pesticides, making registration eligibility decisions concerning new active ingredients, new products, new uses, and amendments to existing registrations; issuing experimental use permits and emergency exemptions from the requirements of registration; establishing or revoking tolerances and exemptions from tolerances; and reviewing state

registrations for special local needs. RD reregisters eligible products consistent with Registration Eligibility Decisions (REDs) developed under the leadership of SRRD, and coordinates maintenance of completed REDs.

RD reviews, evaluates, and validates data submitted under FIFRA to support decisions about its assigned pesticides, addressing active and inert formulation ingredients, acute toxicity, and required labeling. RD scientists collaborate with those in other OPP divisions to develop and maintain technical guidance for pesticide risk assessment and to promote sound scientific policy and consistent high quality decisions.

In its decision making RD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk-reduction strategies with registrants, state officials, and others. RD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. RD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

- j. **SPECIAL REVIEW AND REREGISTRATION DIVISION.** The Special Review and Reregistration Division (SRRD), led by a Director, manages all special reviews and the reregistration of all pesticides first registered before November 1984 and not assigned to BPPD or AMD. SRRD services as the primary point of contact for all special reviews and, for assigned pesticides, for all reregistration-related customer inquiries.

SRRD calls in data related to special reviews, coordinates its review, issues position documents, and follows through to ensure conformance with all requirements. SRRD also manages the reassessment of previously approved tolerances for pesticide residues in food or animal feed, and revises or revokes them as appropriate.

SRRD calls in data to support reregistration of pesticides first registered before November 1984, coordinates its review and the reassessment of tolerances as required, issues Registration Eligibility Decisions (REDs) defining the Agency's scientific and regulatory position on each pesticide, and follows through to ensure conformance with all requirements of the REDs.

In its decision making SRRD applies principles of risk reduction, incorporating appropriately the principles of safer pesticides, IPM, and alternative pest control practices, and negotiating risk reduction strategies with registrants, state officials, and others. SRRD coordinates with the other OPP divisions with related functions to ensure consistency of regulatory and scientific practice, and consistency and quality of assessment methods. SRRD provides technical advice to OGC and OECA regarding litigation and FIFRA enforcement activities.

3. **OFFICE OF POLLUTION PREVENTION AND TOXICS.** The Office of Pollution Prevention and Toxics (OPPT), under the management of a Director and Deputy Director, is responsible for: implementation of those activities of the Agency, as mandated by the Toxic Substances Control Act (TSCA); the Asbestos School Hazard Abatement Act of 1984 (ASHAA), the Asbestos Hazard Emergency Response Act of 1986 (AHERA); Section 104 (I) Comprehensive Environmental Response; Compensation, and Liability Act of 1986 (CERCLA); and the Pollution Prevention Act of 1990 (PPA); and for developing, implementing, and operating Agency programs and policies for new and existing chemicals; managing the Design for the Environment program activities; and providing support to the TSCA Interagency Testing Committee. In each of these areas, the Director is responsible for information collection and coordination; data development; health, environmental and economic assessment; technical support; and negotiated or regulatory control actions.

Background and Supplemental Information: The Director provides operational guidance to EPA regional offices, reviews and evaluates pollution prevention and toxic substances activities at EPA Headquarters and regional offices, coordinates TSCA activities and provides information to exporters. The Director is also responsible for coordinating communication with EPA's regions, industrial community, environmental groups and other interested parties on matters relating to the implementation of the statutes named above; providing technical support to international activities managed by the Office of International Activities; and collaborating with EPA's Office of Research and Development in defining and reviewing Agency research related to characterizing the health and environmental effects of chemicals and microorganisms.

- a. **OFFICE OF PROGRAM MANAGEMENT AND EVALUATION.** The Office of Program Management and Evaluation (OPME), under the supervision of a Director, is responsible for (1) serving as the principal staff office to the Office Director for Pollution Prevention and Toxics (OPPT) on matters relating to budgeting, program planning, resource management, administrative operations, and program evaluation; (2) recommending and implementing administrative policies and procedures OPPT-wide; (3) preparing OPPT's official budget planning instructions, consolidations and submissions for OPPT to the Agency, OMB and the Congress; (4) coordinating the development of all planning documents for OPPT; (5) monitoring and auditing all OPPT resources; (6) evaluating program performance and recommending corrective action(s); (7) designing and implementing administrative management information systems; (8) conducting performance agreement reviews; (9) providing financial and analytical support; (10) providing the immediate office of OPPT with all administrative, personnel management, and financial management services; (11) coordinating planning activities necessary to develop recommendations on OPPT programs, including the identification of alternative program goals, priorities, objectives and plans; (12) ensuring that OPPT's programs conform to the requirements of the Federal Paperwork Reduction Act; (13) recommending and, as directed, conducting reviews and evaluations of OPPT programs to determine effectiveness, efficiency and ability to attain goals and objectives, including the development of appropriate criteria to measure program performance and environmental results; (14) providing input to the Agency's Management Accountability and Reporting System; (15) developing and implementing OPPT-wide systems or processes necessary to provide program evaluation; (16) coordinating OPPT input to the major Agency tracking systems including Strategic Tracking for Activities with Results System (STARS), Action Tracking System (ATS), and the Regulatory Agenda; (17) ensuring that OPPT's programs conform to the requirements of the Federal Manager's Financial Integrity Act (FMFIA); (18) coordinating development of or modifications to delegations of authority affecting OPPT, and maintaining an up-to-date compilation of such delegations; (19) providing support for OPPT-wide human resources, including staff training and career, development, internal communications and Total Quality Management (TQM) implementation; (20) providing oversight of TSCA security and determining that contractor/regional sites are physically secure through annual site inspection; (21) providing guidance to OPPT and other authorized parties as to what security measures are required for handling TSCA CBI; (22) implementing the EPA conflict of interest program; and (23) carrying out the OPPT quality assurance program.
- b. **CHEMICAL CONTROL DIVISION.** The Chemical Control Division (CCD), under the supervision of a Director, provides program management and rule development support for the Toxic Substances Control Act (TSCA) new chemicals program, the chemical testing program, information reporting and record keeping rules, and for chemicals or chemical categories of the existing chemicals program not designated for management by the Chemical Management Division (CMD) or another OPPT Division. The Division is responsible for (1) developing and implementing appropriate regulatory and nonregulatory control measures for new and existing chemicals under the authorities of TSCA Sections 4, 5, 6, 7, 8, 9, and 13; (2) developing generic and chemical-specific orders and notices pursuant to TSCA Sections 5(a), 5(e), 5(f), and 6(b) for new chemicals and under TSCA Sections 4, 5(a), 6, 7, 8, 9, and 13 for existing chemicals; (3) holding public hearings on such rules as required; (4) managing any necessary post-promulgating programs such as review of exemption applications; (5) overseeing and managing the risk management-1 (RM1) and risk management-2 (RM2) phases of the existing chemicals program, including developing project work plans, schedules, outputs, and budgets; (6) coordinating RM1 assessment activities with the support of the Chemical Screening and Risk Assessment Division (CSRAD) (and other OPPT divisions), and chairing RM1 meetings; (7) overseeing and managing RM2 assessments (scoping and decision reports), guidance meetings, and decision meetings; (8) developing and publishing referrals of chemical problems to other Federal Agencies, when appropriate, under Section 9(a) or 9(d) of TSCA and coordinating, with the support of CSRAD, the preparation of chemical advisories; (9) overseeing and managing the new chemical regulatory evaluation and decision-making process under Section 5 of TSCA; (10) selecting appropriate control measures; (11) implementing necessary control actions (in the form of either negotiated binding agreements or promulgated orders or rules); (12) overseeing and managing the regulatory evaluation and decision-making process for existing chemicals under TSCA Sections 5(a), 6, 7, and 9; (13) evaluating alternative remedial control measures available under TSCA and other authorities administered by EPA and other Federal Agencies; (14)

identifying options and making recommendations regarding appropriate regulatory controls; (15) drafting and publishing proposed and final rules under TSCA implementing the adopted approaches; (16) initiating and/carrying out actions to follow up, and, if necessary, further control particularly hazardous new chemicals entering commercial production; (17) overseeing and managing the chemical testing program under TSCA Section 4; (18) developing and implementing information gathering rules under TSCA Section 8 and import certifications under Section 13; (19) managing development and implementation of the Master Testing List (MTL) for the selection of specific chemicals or categories of chemicals for testing under TSCA Section 4; (20) negotiating industry testing without rulemaking; (21) developing testing actions (rules, consent orders, or voluntary agreements) on high priority chemicals from the MTL and responses to the TSCA Interagency Testing Committee (ITC); (22) evaluating modifications to and exemptions from testing; (23) providing support for enforcement activities; and (24) developing and cooperating with other Federal agencies in the development of rules and guidelines under TSCA Section 13.

- c. **ECONOMICS EXPOSURE AND TECHNOLOGY DIVISION.** The Economics, Exposure and Technology Division (EETD) performs all technical analyses in the areas of economic, industrial chemistry, engineering, and exposure assessment in support of all OPPT regulatory and non-regulatory programs. EETD, under the supervision of a Director, is responsible for: developing and implementing rules and policies for maintaining and updating the TSCA Chemical Substances Inventory and providing inventory search support for all TSCA programs; providing all economic, industrial chemistry, and engineering analyses, including integrated assessments of human and environmental exposure to chemical substances and microorganisms in support of OPPT program activities; providing exposure assessment, economic, industrial chemistry and engineering support needed for Sections 4, 5, 6, 7, and 8 of TSCA rulemaking, assessment activities, and voluntary programs and technical outreach activities; providing state of the art methodologies for the applications of economics (including incentives and other innovative approaches), engineering, exposure assessment, and industrial chemistry to support risk analysis, risk reduction, and regulatory and non-regulatory risk management activities of OPPT; ensuring that the economics and technical feasibility and relative costs, benefits, and socio-economic impacts of alternative approaches to reducing risks are fully considered in the formulation, selection, and justification of risk reduction options for all regulatory and non-regulatory activities of OPPT; integrating the assessment of total chemical exposure, direct and indirect, to humans and the environment for all OPPT program areas; providing scientific assessments of total exposure to chemicals and microorganisms, including materials balances, treatment systems, efficiencies of releases from these systems, populations information, assessment methods for direct and indirect exposure, chemical fate and biological fate; developing and preparing all environmental fate test guidelines for Sections 4 and 5 of TSCA, supporting data auditing activities for testing; identifying and developing new methods and techniques for laboratory testing and evaluation of the transport and transformation of chemical substances through intramural efforts, extramural studies, and collaboration with EPA's Office of Research and Development and other Federal and international organizations; and providing support for enforcement actions.
- d. **ENVIRONMENTAL ASSISTANCE DIVISION.** The Environmental Assistance Division (EAD), under the supervision of a Director, is responsible for: providing comprehensive outreach, liaison, and technical assistance activities to enhance development and implementation of OPPT pollution prevention and toxic chemical use control programs under the Toxic Substances Control Act (TSCA), the Asbestos School Hazard Abatement Act (ASHAA), the Asbestos Hazard Response Act (AHERA), Section 104 (i) Comprehensive Environmental: Response/Compensation, and Liability Act (CERCLA) of 1986, and the Pollution Prevention Act (PPA) 1990; providing comprehensive environmental assistance activities designed to (a) involve EPA Regions, States, industry, non-governmental organizations, and the public in OPPT initiatives and decision-making; (b) increase understanding of pollution prevention and toxic chemical use and control programs; (c) enhance State and local capabilities to carry out pollution prevention and toxic chemical use and control programs; (d) build national pollution prevention and toxic chemical use and control programs with EPA/OPPT Regional staff; (e) reduce risk through communications; and (f) enhance implementation and decentralization of OPPT programs; developing assistance, OPPT outreach and information exchange strategies for pollution prevention and toxic chemical use and control programs to increase awareness of,

participation in, and input to the development and implementation of these programs by external constituent groups such as industry associations, environmental groups, other public interest groups, labor uOIns, State and local environmental officials, EPA staff from Regional offices or other headquarters program offices, international organizations or foreign governments in consultation with the Office of International Activities, and the general public; coordinating the development and implementation of major Agency non-regulatory initiatives with the private sector, other Federal agencies, and, in cooperation with the Office of International Activities, with Canada and Mexico addressing the border environments, to promote pollution prevention and toxic use and control programs; responding to Congressional correspondence and inquiries in coordination and cooperation with the Office of Congressional and Legislative Affairs; preparing Congressional testimony; providing Regional Offices with technical information in risk assessment and risk management activities for chemicals reviewed and evaluated by OPPT Existing Chemicals Program; and as appropriate, provide support for enforcement activities.

- e. **INFORMATION MANAGEMENT DIVISION.** The Information Management Division (IMD), under the supervision of a Director, is responsible for establishing a strong information base to support implementation of the Toxic Substances Control Act (TSCA), and the Pollution Prevention Act (PPA). IMD is the primary source of chemical information in EPA. Responsibilities of IMD include: developing and implementing OPPT-wide strategies, policies, and standards for information management technology, public accessibility, information integration, systems development, data quality, data definitions, and records management; developing and implementing policies and procedures for disseminating chemical data within EPA, to other Federal agencies, state and local governments, Congress, environmental and public interest groups, the general public, and other countries; developing, implementing, and evaluating policies and procedures for control and security of TSCA CBI; developing and operating automated and non-automated information systems to process, store, and make accessible information under TSCA, and PPA; supporting other OPPT Divisions in collecting, storing, maintaining and accessing information under TSCA, and PPA; managing receipt and handling of all data and documents submitted under TSCA; serving as the OPPT lead for all activities under the Freedom of Information Act (FOIA); developing information products and providing them to the user community; providing information retrieval services that search scientific literature, commercial databases, OPPT databases, and other Agency and Federal databases; maintaining a collection of scientific literature relating to health and environmental effects of chemicals; operating the OPPT public docket and public reading room which serve as the primary source of information on OPPT rulemakings and other administrative actions; providing policies, management and support for personal computers and local area networks in OPPT; supporting enforcement activities under TSCA through information/data collection activities; and serving as the OPPT focal point for coordination with the Agency's New Information Office Resources Management (OIRM).
- f. **NATIONAL PROGRAM CHEMICALS DIVISION.** The National Program Chemicals Division (NPCD) is responsible for the development and management of multi-media regulatory and non-regulatory control programs, and other private or public sector initiatives to reduce and manage risks from designated National Program Chemicals (NPCs) or other priority risk management chemicals within the Office of Pollution Prevention and Toxics (OPPT). The NPCD is responsible for developing national strategies, regulations, non-regulatory initiatives and operating programs to reduce and manage risk from NPCs and other priority risk management chemicals and carries out these responsibilities in coordination with international organizations, other Federal agencies and EPA program offices, EPA Regional Offices, States, localities, and environmental groups, industry associations, interest groups and the general public. The NPCD uses the authorities granted under TSCA Section 4, 5, 6, 7, 9 and 11, specifically, and other titles of TSCA for the OPPT-administered statutes, as appropriate and necessary to carry out its responsibilities. NPCD will also carry out post-promulgation activities, in coordination with regional and state offices, concerning activities necessary to implement regulations governing its assigned chemicals. The NPCD also designs, develops and implements technical programs as necessary to support management of NPCs and other priority chemicals, by providing special expertise and office-level program technical leadership in the professional skill areas of statistical analysis, modeling, survey design, monitoring programs' technical design, operations research, chemical measurement, and analytical methods. NPCD technical programs are developed and managed in support of

NPCD-assigned chemicals and other OPP projects where NPCD skills are essential. NPCD technical program resources are also used to provide analytical support to other EPA Programs and the Department of Housing and Urban Development. Specifically, the NPCD, under TSCA, ASHAA, ASHARA, and Title X authorities, as appropriated 1) develops and manages comprehensive Federal grants, provides outreach, liaison, technical assistance and other program support, to enhance development and implementation of State and local response actions to reduce asbestos health risk in public and commercial buildings, and schools; 2) develops and manages the Agency-wide lead program, including the use of regulatory controls, non-regulatory control measures, and other private or public sector initiatives such as rulemaking, negotiation and voluntary agreements, outreach, liaison, public education, and technical assistance programs to reduce risks of lead exposures; those responsibilities include fostering region, State and local networks and training programs; 3) manages and implements Section 6(e) of TSCA and regulations promulgated thereunder that address the manufacture, processing, distribution in commerce, use, marketing and disposal of polychlorinated biphenyls (PCBs); processes applications for exemptions from the requirement of Section 6(e)(3)(A) of TSCA; develops and manages outreach, public education, liaison, and technical assistance programs to assist in reducing risk of PCBs, in coordination with Regional, State and local authorities; 4) provides statistical and quantitative analysis expertise to OPP, other EPA programs, and other Federal Agencies in support of risk management decision-making for NPCs and other designated chemicals of concern; provides similar technical support to EPA Regions, States and localities in evaluating site-specific risk associated with emergencies, disposal and other clean-up activities involving NPCs or other chemicals of concern; and 5) develops and administers rules, voluntary agreements, programs strategies and other public or private sector initiatives to reduce and manage risk from designated NPCs and other program priority chemicals such as mineral and organic fibers, metals, halogenated organic or other substances appropriated to NPCD management.

- g. **POLLUTION PREVENTION DIVISION.** The Pollution Prevention Division (PPD) under the supervision of a Director, has lead responsibility within the Office of Pollution Prevention and Toxics for implementing the Office's responsibilities under Section 4(b) of the Pollution Prevention Act of 1990 (PPA). PPD's responsibilities include both programmatic responsibilities and coordination with other Agency programs and Regional offices to promote pollution prevention. Specifically it includes (1) coordinate cross program pollution prevention initiatives with regional pollution prevention coordinators; (2) implementation (in cooperation and assistance from Regions) of the Pollution Prevention State Grants Programs; (3) develops and implements the pollution prevention Technical Assistance Program (in cooperation with the Office of Research and Development); (4) implements the pollution prevention outreach program; (5) develops Pollution Prevention Sector strategies in cooperation with other EPA programs; (6) manages the development and implementation of the Agency Pollution Prevention Training Program (in cooperation with the Training Institute); (7) develops and implements pollution prevention educational initiatives; (8) provides oversight of pollution prevention Model Community Programs; (9) promotes pollution prevention with international organizations in cooperation with the Office of International Activities; (10) develops and evaluates methods for Agency use in its internal management systems to promote pollution prevention; (11) coordinates OPPT's involvement in the Source Reduction Review Project; (12) develops measurement methodology using Toxic Release Inventory (TRI) data; (13) serves as OPPT and Agency lead on labeling and environmental marketing issues; (14) develops Reports to Congress as required under the PPA; and (15) provides support for enforcement activities.
- h. **RISK ASSESSMENT DIVISION.** The Risk Assessment Division (RAD), under the supervision of a Director, is responsible for 1) assessing the health and environmental hazards and risks of new and existing chemicals and microorganisms and preparing integrated hazard and risk assessment documents as needed to support the full range of OPPT's regulatory and non-regulatory programs; 2) managing, in coordination with CCD, all aspects of U. S. participation in the organization for Economic Cooperation and Development (OECD), Screening Information Data Sets (SIDS) program on High Production Volume Chemicals; 3) reviewing and evaluating health and environmental effects test data submitted under TSCA or other authorities administered by OPPT, and providing expert scientific support to Agency audits of testing programs producing such data; 4) managing the OPPT Structure-Activity Team (SAT); 5) developing and updating health and environmental effects test methods and guidelines in support of OPPT programs and

coordinating guidelines development with OPP and other national and international organizations; 6) developing and updating techniques, procedures and criteria for assessing the health and environmental hazards and risks of chemicals and microorganisms and ensuring that procedures and criteria employed by OPPT are consistent with Agency guidelines and the current scientific state-of-the-art; 7) collaborating with EPA's Office of Research and Development in defining and reviewing Agency research related to characterizing the health and environmental effects of chemicals and microorganisms; 8) providing support of enforcement activities; and 9) providing computer support for developing tools, including models, both for state-of-the art data management and predictive capabilities.

4. **OFFICE OF SCIENCE COORDINATION AND POLICY.** The Office of Science Coordination and Policy (OSCP) is responsible to the Assistant Administrator for Prevention, Pesticides and Toxic Substances for the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities. Functions include implementing: complex science policy issues pertaining to pollution prevention, pesticides and toxic substances; in consultation with the rest of the Agency, the Pollution Prevention Act of 1990 (PPA); pesticides and toxic substances programs under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), the Federal Food, Drug, and Cosmetic Act (FFDCA); the Toxic Substances Control Act (TSCA); the Asbestos School Hazard Abatement Act of 1984 (ASHAA); the Asbestos Hazard Emergency Response Act of 1986 (AHEWRA); Organotin Antifouling Paint Control Act of 1988 (OAPCA); section 104(I) Comprehensive Environmental Response Compensation and Liability Act of 1986 (CERCLA); and Food Quality Protection Act of 1996 (FQPA).

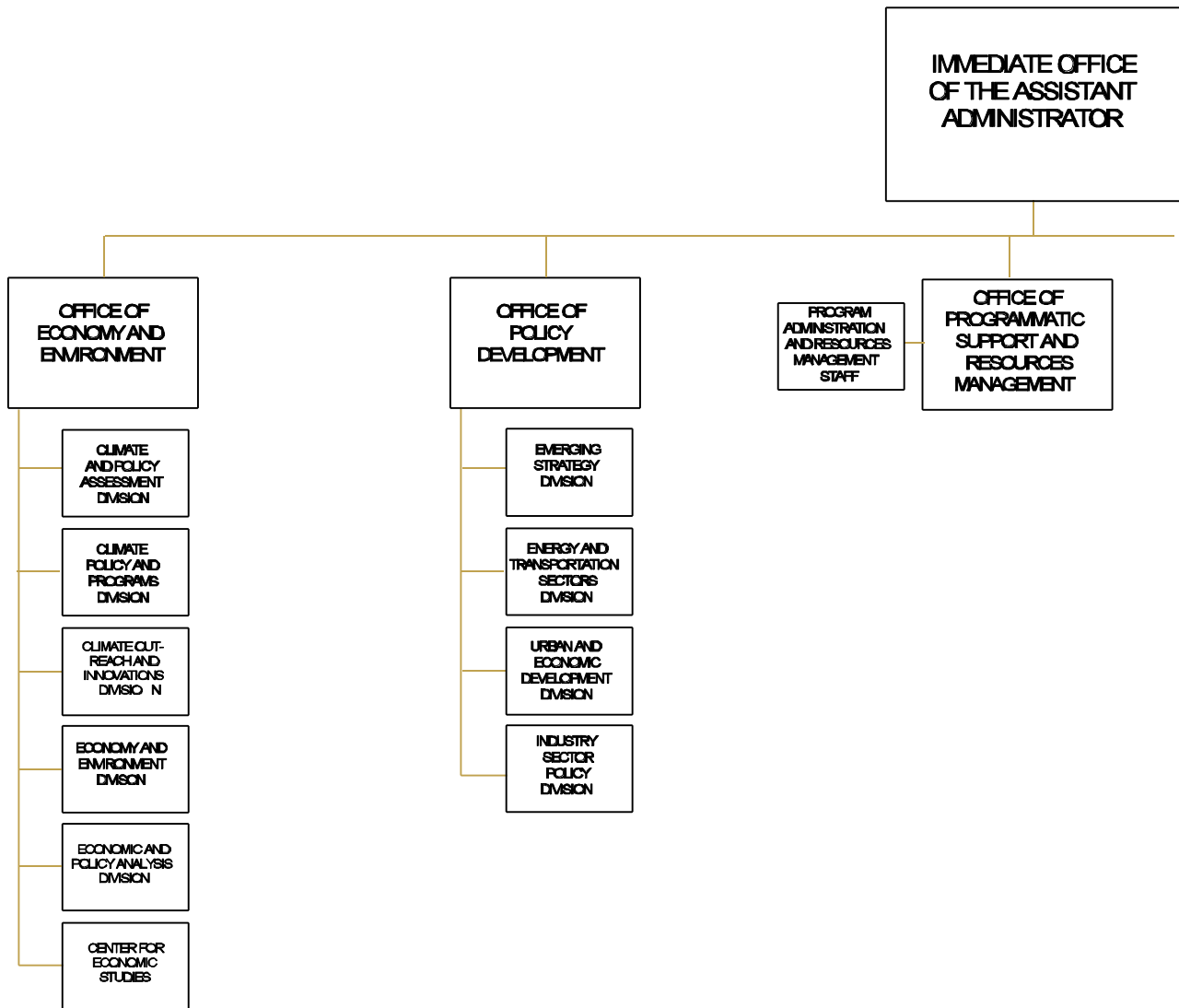
OSCP also will: serve as OPPTS' principal point of contact for all major science-based policies and assessment tools, serve as the coordination point for interaction with other organizations within the Agency and external to the Agency dealing with emerging science issues and concerns on interagency, international and domestic levels, and address training and resource issues affecting OPPTS' scientists that transcend individual OPPTS offices.

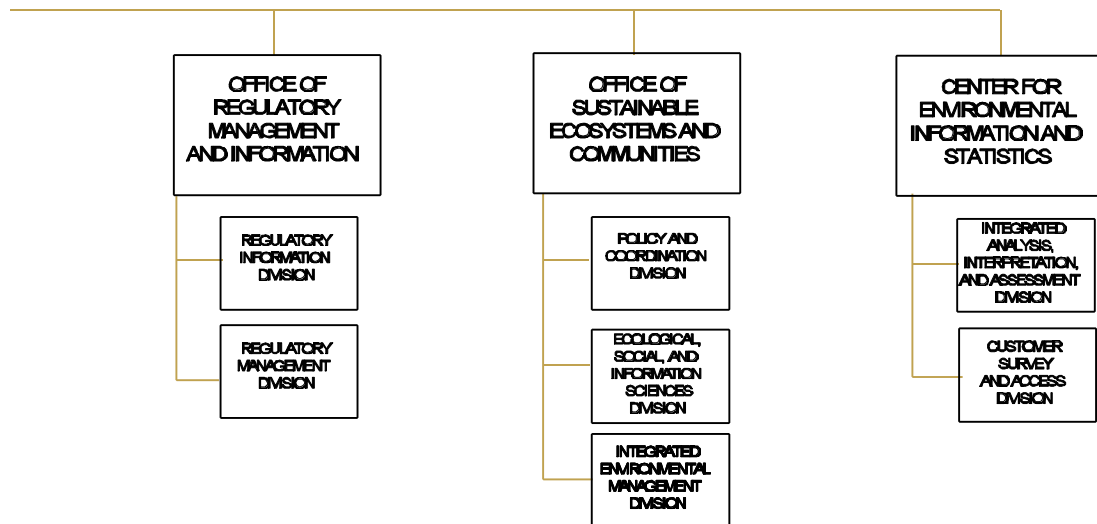
Background and Supplemental Information: Training and resource issues affecting OPPTS' scientists that transcend individual OPPTS offices include: fostering cross-program seminars and training sessions on topics on common interest and presented by expert scientists both inside and outside of EPA and assuring adequacy of library support, access to the scientific literature via database searching and other means, and access to other critical scientific databases. OSCP coordinates the OPPTS implementation of the EPA Quality Assurance (QA) Program.

- a. **HAZARD ASSESSMENT COORDINATION AND POLICY DIVISION.** The Hazard Assessment Coordination and Policy Division (HACPD) is responsible for: the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities relating to hazard assessment; serving as the principal point of contact and the coordination points for interactions with other offices within the Agency and the federal government on scientific and technical issues; serving as the OPPTS lead on activities such as those related to the Office of Children's Health Protection and the Science Policy Council; and administering the activities of the FIFRA Science Review Board and the merged FIFRA Scientific Advisory Panel/Biotechnology Science Advisory Committee.
- b. **EXPOSURE ASSESSMENT COORDINATION AND POLICY DIVISION.** The Exposure Assessment Coordination and Policy Division (EACPD) is responsible for: the management, coordination and oversight of planning, implementing and evaluating all major science and science policy issues and activities relating to exposure assessment and biotechnology; serving as principal contact and coordination point for interactions with other national governments and multinational organizations, such as the Organization for Economic Cooperation and Development (OECD), and the International Programme on Chemical Safety (IPCS) [these interactions involve scientific and technical issues such as the: development and harmonization of chemical testing guidelines (with OECD), scientific activities to hazard classification and labeling (with OECD); and the harmonization of risk assessment methodologies (with IPCS)]; and working closely with the OPPTS Counselor for International Affairs and the Office of International Activities on scientific issues.

OFFICE OF POLICY (OP)

OP ORGANIZATIONAL CHART





OP FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR POLICY.** The functions and responsibilities assigned to the Assistant Administrator for Policy (AA/OP) are outlined below. Except as specifically noted otherwise, these functions and responsibilities apply to the provision of services with respect to all of the programs and activities of the Agency.

Policy development, including developing sector, industry specific and place-based approaches to environmental protection; identifying specific industrial sectors within which environmental gains can be made and working with industry, governmental and non-governmental stakeholders to craft and promote innovative policies which foster positive change; analyzing and developing Agency positions on broad sectors of the American economy including energy, transportation and the natural resource sectors; applying analysis on the drivers and barriers of environmental performance to specific sectors of the economy; designing sector-specific and cross-media regulatory and non-regulatory policies which promote environmental protection and economic growth; studying emerging environmental matters; projecting environmental impacts on issues such as global climate change; coordinating, evaluating and developing Agency-wide and program-specific policies; and conducting economic analysis and research that leads to the development of analytic tools used by Federal, State and local governments.

Regulatory management and information, including providing procedural management and planning of Agency standards, regulations, guidelines, and information collection activities; exercising Agency leadership in the execution of the Administrative Procedure Act, the Paperwork Reduction Act, the Negotiated Regulation Act and the Dispute Resolution Act; and assuring consideration of Regulatory Flexibility Act requirements in the Agency's regulatory decisions. In particular, advocates for appropriate Small Business outreach and accommodation in EPA rulemaking, and coordinates the Agency's compliance with the Small Business Regulatory Fairness Act (SBREFA).

Environmental information and statistics, including improving the collection, organization, and analysis of integrated, multimedia information on environmental quality, status and trends in order to provide better public access to environmental information and to inform management decision making.

Global climate change, including assessing the causes and impacts of future changes in the global atmosphere; and developing and assessing domestic and international policies to mitigate or respond to such changes; and coordinating the Agency's climate change program by working with EPA offices that have responsibility for non-policy climate change issues.

Through the Center for Environmental Economics, broad policy analysis and technical support to the Agency in the area of economic analysis, including (a) the identification of scientifically sound principles and data that can be used to communicate a complete view of the relationships that exist between economic and environmental systems; (b) benefits and costs of environmental programs; and (c) support to Agency's trade and environment effort.

A place-based approach to environmental protection, employing the principles of ecosystems science and sustainable economics and addressing the management and policy challenges posed by a new approach to environmental protection: redefining roles, integrating policies and programs across EPA media offices, setting up new measures of success, increasing EPA program flexibility and employing adaptive management.

Agency leadership in customer service under Executive Order 12862.

In the performance of these functions and responsibilities, the Assistant Administrator represents the Administrator in communications with the Congress and with the Office of Management and Budget, General Accounting Office, and other Federal agencies prescribing requirements for the conduct of Government policy and program management activities.

Regional liaison activities, including coordination of communications between the AA/OP and Regional Administrator; ensuring through the Associate Administrator for Regional Operations and State/Local Relations that regions are appropriately informed and involved in OP activities.

The assignment of functions shall not detract from the authority of senior Agency officials to perform similar functions within their own areas of responsibility. Staff shall consult on and provide analytical assistance in the areas described above to senior policy and program officials and other offices in the Agency. In addition to the performance at Headquarters of the functions assigned to them, each of the Offices within OP, under the supervision and directions of the Assistant Administrator described hereafter, shall be responsible for the functional supervision of the performance of those functions at Agency field establishments.

Adherence to EPA policies with regard to information security and IRM policies, including establishing an organization-wide program for information security consistent with the OP mission and Agency policy; implementing the Privacy Act in OP and related policies; and implementing and ensuring compliance with electronic signature and system life cycle policies.

The Deputy Assistant Administrator will serve as OP's Senior Resource Official.

2. **OFFICE OF PROGRAMMATIC SUPPORT AND RESOURCES MANAGEMENT.** The Office of Programmatic Support and Resources Management (OPSRM), under the supervision of a Director, performs the following functions in support of OP staff, managers and programs:

- ! Provides management advice and assistance to the Assistant Administrator, to OP managers and to OP staff.
- ! Develops policies and guidance on administration and program management and issues procedures and guidelines for implementation by OP's offices.
- ! Represents the Assistant Administrator, Deputy Assistant Administrator, and/or other OP staff and managers on interagency task forces and committees regarding OP policy and administrative and program management issues and responsibilities.
- ! Working with the Office of Administration and Resources Management, manages the extramural requirements of OP including: the placement and administration of contracts as well as oversight of grants, cooperative agreements, and IAGs; provides expertise to OP, EPA Headquarters and field components, other Federal Agencies, and various State agencies on policy, guidance, and training regarding contract management, assistance agreements, and planning issues; ensures that training is available to OP staff enabling them to be certified as WAMs/DOPOs and POs on assistance-type vehicles; ensures that regulations (both Federal and Agency) are understood and enforced and that ethical standards are strictly adhered to; ensures that work is issued to the appropriate assistance vehicle; ensures that requirements are clearly articulated and within the SOW and capacity of the requested assistance vehicle; ensures that invoices are certified and paid appropriately and timely; ensures that appropriate contract vehicles are available to support the requirements of OP/EPA management; and serves as liaison with the Office of Small and Disadvantaged Business Utilization.
- ! Manages the electronic information needs of OP including: identifying, approving, procuring and overseeing OP's common computer and peripheral equipment (e.g., Local Area Networks) and electronic information systems; providing expertise, guidance, and advice to OP, EPA headquarters and regional offices, and other federal and state agencies concerning policy, guidance, and training regarding electronic information tools and systems; ensuring OP staff and managers appropriate access to electronic information systems and tools, including internal and external electronic communication capabilities; identifying and ensuring adequate training is available to OP managers and staff to make efficient and effective use of the office's electronic information systems and tools; ensuring that federal, EPA and OP requirements related to electronic information tools and systems are understood and enforced, and that ethical standards are adhered to; and ensuring that the office's accountable computers and related equipment are properly managed and secured. Implements, participates and supports Agency and OP data standards activities. Ensures development of mission-based resource management plans that are responsive to EPA and program information requirements and accessibility requirements of the disabled. Ensures OP compliance with electronic signature policies. Reviews and approves OP System Management Plans. Ensures information security program implementation within OP, and approves information security plans with OP.
- ! The Senior Information Resources Management Official will be located in this office.

a. **PROGRAM ADMINISTRATION AND RESOURCES MANAGEMENT STAFF.** Under the supervision of a Director, the Program Administration and Resources Management Staff (PARMS) will:

- ! Oversee the development of goals and plan resource utilization to meet the environmental mission of the office; prepare strategic plans, budget requests and resource justifications in accordance with Agency guidelines, ensuring Regional participation; and monitor the appropriations process and respond to requests from the executive and legislative branches.
- ! Develop goals and establish policies and procedures for OP offices to effectively manage resource utilization; monitor budgetary resources including FTE utilization; ensure adherence to current year appropriations; certify availability of funds; ensure proper and prompt recording, reviewing and reconciling of accounting transactions in the Integrated Financial Management System; inform the Office of the Comptroller about needed adjustments or reprogrammings; analyze and measure utilization on planned versus actual spending; manage the review of current and prior year unliquidated obligations; and ensure

the availability of budget execution and funds control reports and provide resource utilization data for internal decision making.

- ! The Senior Budget Officer has a direct reporting relationship to the Assistant Administrator and Deputy Assistant Administrator.
- ! Direct and manage OP's human resources and organizational services; provide expertise, guidance, analyses, and advice on personnel and management issues; counsel managers and staff regarding employee relations, payroll, and benefits; aid managers in the recruitment process; prepare and track personnel actions; coordinate OP's performance management and award process; prepare affirmative employment plans and reports; consult on labor relations matters; provide training advice, in-house training courses, and facilitation services; analyze programs and develop customer-driven quality improvement initiatives; and review and approve reorganizations and delegations of authority.
- ! Oversee and manage OP's correspondence and records management activities; respond to requests for information from Congress, the White House and the public and under FOIA; and prepare and implement information resources and records management plans related to correspondence and records management activities.
- ! Oversee OP's internal control and audit management process including coordination with Office of Inspector General and the General Accounting Office (through the Office of the Comptroller) and action officials in the timely preparation of responses to draft and final audit reports; and monitors periodically the effectiveness of management control practices and reports management control weaknesses and corrective action plans.
- ! Serve as point of liaison and coordination with the Office of Administration and Resources Management and with other program offices and Regions in the areas of budget preparation, justification and execution, personnel management, financial management, facilities and support services, health and safety services and organizational and management services.
- ! Serve as OP liaison with the Office of Civil Rights and with the Office of Communications, Education and Public Affairs for review of publications. Provide liaison and coordination with other EPA program offices, other Federal agencies, such as the Office of Management and Budget, and Congress regarding applicable program administration and resources management issues.

3. **OFFICE OF ECONOMY AND ENVIRONMENT**. The Office of Economy and Environment (OEE), under the supervision of a Director, performs the following functions in support of Agency activities.

- ! Promotes the integration of environmental policy with economic and social policy in order to advance environmental protection, economic well-being, and a sustainable future.
- ! Catalyzes changes in policy and behavior by informing decision makers with economic and policy analysis.
- ! Implements innovative programs and strategies, placing special focus on cross-sectoral, intergenerational and international issues.
- ! Addresses emerging issues.
- ! Provides leadership on two important Agency initiatives: the Climate Change Program and the Center for Environmental Economics.
- ! Identifies, plans, coordinates and integrates major activities within OEE.
- ! Coordinates efficient management of OEE's budgetary, personnel, and property resources.
- ! Manages liaison between OEE and other federal agencies, state and local government entities, outside stakeholders and EPA's internal program and regional offices.

- ! Directs OEE's response to requests for analysis supporting policy development from the Administrator, Deputy Administrator, AA/DAA, OP, and other senior managers throughout the Agency.
- ! Studies trade competitiveness effects of environmental regulations, analyzing the environmental effects of trade agreements, supporting the development of institutional mechanisms for addressing trade and environment issues working with USER, Commerce and the State Departments, and international organizations such as the OECD, and coordinating the Agency's trade and environmental effort.
- a. **CLIMATE AND POLICY ASSESSMENT DIVISION.** The Climate and Policy Assessment Division (CPAD), under the direction of a Director, performs integrated policy assessments of major long-term domestic and international environmental problems. The Division's goal is to promote environmental protection and economic well-being using an interdisciplinary approach that informs policy makers on an ongoing basis about climate, non-climate, and cross-cutting climate/non-climate issues, using the best available scientific and socioeconomic information.
 - ! Report on the potential physical and socioeconomic impacts of climate change, both domestically and internationally, and the benefits of actions. Such reports are based on results from the division's scientific and economic research program in key policy-relevant areas.
 - ! Assess the relative roles of mitigation and adaptation in reducing potential risks of climate change. Important aspects of mitigation and adaptation decisions which are incorporated in the analysis include: efficient timing of actions given the profile of potential physical and economic impacts over time; international protocols; value of actions as insurance against uncertain future climate change; implications of physical/biological/economic thresholds and irreversibilities; and value of additional information and thus top priorities for future research.
 - ! Represent the agency and present findings on impacts and adaptation at key interagency and international meetings.
 - ! In partnership with affected constituencies, work with them to: a) communicate what we have learned about climate change, b) conduct more detailed, place-based analyses of potential climate change impacts to augment national analyses, and c) use pc-based decision-support systems which incorporate climate change considerations.
 - ! Assessment of multiple (ancillary) environmental and economic benefits associated with both climate and non-climate policies and programs. Cross-cutting analyses include: reduction in emissions of criteria air pollutants due to Climate Change mitigation actions; impacts on air quality due to changes in climate; impacts on water quality due to changes in climate; and aesthetic benefits associated with mitigation actions.
 - ! Provide integrated assessment capabilities to program offices in EPA, other Federal agencies, and State and local governments so that integrated assessments of other environmental issues can be performed.
- b. **CLIMATE POLICY AND PROGRAMS DIVISION.** The Climate Policy and Programs Division (CPPD), under the supervision of a Director, will use information supplied by the Climate and Policy Assessment Division (CPAD) to develop, promote, and carry out policies to mitigate the risks of climate change. The Division seeks approaches which stimulate economic development and which achieve multiple environmental and social objectives along with the objective of the Framework Convention on Climate Change.
 - ! Use CPAD's assessments of human activities on climate change to develop appropriate economic, technological and institutional strategies to mitigate the risks of atmospheric change.
 - ! Identify and evaluate options for mitigating the risks of climate change in the U.S. and internationally, particularly for reducing greenhouse gas emissions and enhancing sinks.
 - ! Support and AA/OP and work with other federal agencies in developing policy options for the President.
 - ! Support the Department of State in negotiating international cooperation on climate.

- c. **CLIMATE OUTREACH AND INNOVATIONS DIVISION.** The Climate Outreach and Innovations Division (COID), under the supervision of a Director, coordinates two climate change programs. Together they:

- ! Provide technical and financial assistance to state and local decision-makers, and the organizations that support state and local functions, in order to increase the level of understanding of the impacts of climate policies at the state, regional, national and international level;
- ! Assess the risks of climate change; understand state/local contributions to greenhouse gas emissions; evaluate and assess options to address and reduce emissions; identify the co-benefits of mitigation policies to increase adoption of innovative policies and programs; implement cost-effective policies and measures that result in GHG reductions; and share results to increase transferability of technologies and policies.
- ! Are responsible for outreach and education to a variety of audiences that may be affected by climate change, focusing on both programmatic outreach that promotes more effective use of voluntary programs under the Climate Change Action Plan, and more general outreach that emphasizes risk communication relating to climate change science and policy. CIOD focuses on specific outreach criteria which include:
 - A constituencies vulnerability to climate change impacts;
 - The constituency's ability to network with other audiences in a coordinated fashion;
 - Ability to encourage the widest possible participation in the policy process, as mandated by the FCCC; and
 - The constituency's capacity to multiply the impact of the CIO's risk communication efforts.

- d. **ECONOMY AND ENVIRONMENT DIVISION.** The Economy and Environment Division (EED), under the supervision of a Director, provides broad policy analysis and technical support to the Agency in the areas of economic analysis. EED is responsible for identifying scientifically sound principles and data that can be used to communicate a complete view of the relationships that exist between economic and environmental systems.

- ! Provide technical support to the Administrator, Deputy Administrator and Assistant Administrator for Policy, Planning and Evaluation on scientific theories and empirical analyses that characterize relationships between the performance of the economy and the quality of the environment.
- ! Conduct in-depth analyses of economic and policy issues relating to economic costs and benefits of EPA regulatory programs, policies and guidance. Develop guidance materials to inform Agency regulatory analysis managers on economic methods information resources and incentive based programs.
- ! Foster collaborative working relationships with other EPA program offices in an effort to increase the capabilities of other EPA offices to perform scientifically sound economic analyses.
- ! Perform economic and policy analyses of the economic impacts of EPA programs for which multiple regulations or programs are involved.
- ! Perform primary research on methods of assessing the economy-environment relationship. Support interdisciplinary research and analysis between social and physical scientists and policy analysts, for the purpose of designing methods of valuing the societal contributions of healthy human and ecological systems.
- ! Perform analysis of the macroeconomic impacts of EPA's regulatory and non-regulatory programs in both the domestic and international context. Produce analyses on the implications of environmental policy for industrial competitiveness, trade, employment, productivity, and other measures of economic performance. Support Administration

initiatives and policies on formulation of supplemental national income accounting frameworks designed to unite economic and environmental information.

- ! Provide direct technical analytic support and serve a peer review function for Agency economic analyses produced by OP, other EPA programs, and non-EPA organizations (e.g., other Executive agencies, the Office of Management and Budget, Congressional Budget Office, General Accounting Office, non-governmental organizations).
- ! Identify, evaluate, design and implement innovative and market-based regulatory management approaches. Ensure that innovations are technologically sound and integrated with other relevant environmental and economic policy objectives.
- ! Support analyses to assess the potential implications of implementing programs and policies outlined in trade agreements and other international standard-setting activities.

e. **ECONOMIC AND POLICY ANALYSIS DIVISION.** The Economic and Policy Analysis Division (EPAD), under the supervision of a Director, provides broad policy analysis and technical support to the Agency in the areas of economic analysis. EPAD is responsible for identifying scientifically sound principles and data that can be used to communicate a complete view of the relationships that exist between economic and environmental systems. EPAD also staffs the Center for Environmental Economics within OEE. The Director of the Center is also the Director of the Office of Economy and Environment (see next section).

- ! Provide technical support to the Administrator, Deputy Administrator and Assistant Administrator for Policy, Planning and Evaluation on scientific theories and empirical analyses that characterize relationships between the performance of the economy and the quality of the environment.
- ! Conduct in-depth analyses of economic and policy issues relating to economic costs and benefits of EPA regulatory programs, policies and guidance. Develop guidance materials to inform Agency regulatory analysis managers on economic methods information resources and incentive based programs.
- ! Foster collaborative working relationships with other EPA program offices in an effort to increase the capabilities of other EPA offices to perform scientifically sound economic analyses.
- ! Perform economic and policy analyses of the economic impacts of EPA programs for which multiple regulations or programs are involved.
- ! Perform primary research on methods of assessing the economy-environment relationship. Support interdisciplinary research and analysis between social and physical scientists and policy analysts, for the purpose of designing methods of valuing the societal contributions of healthy human and ecological systems.
- ! Provide direct technical analytic support and serve a peer review function for Agency economic analyses produced by OP, other EPA programs, and non-EPA organizations (e.g., other Executive agencies, the Office of Management and Budget, Congressional Budget Office, General Accounting Office, non-governmental organizations).
- ! Provide training and outreach to other federal and non-federal institutions responsible for characterizing the relationships between economic performance and environmental quality.
- ! Identify, evaluate, design and implement innovative and market-based regulatory management approaches. Ensure that innovations are technologically sound and integrated with other relevant environmental and economic policy objectives.
- ! Support analyses to assess the potential implications of implementing programs and policies outlined in trade agreements and other international standard-setting activities.
- ! Support development and dissemination of economic data used to measure relationships between economic behavior, environmental quality, environmental management programs, and other economic policies that affect environmental quality.

- f. **CENTER FOR ECONOMIC STUDIES.** Under the direction and supervision of the Director, Office of Economy and Environment, the Center for Economic Studies will provide expert economic analysis and data management support for EPA and other environmental stakeholders and develop and maintain official Agency economic work products for public access. In addition, the Center will do the following:

- ! Provide a focal point for Agency economic policy, economic research methods and needs, specialized economic analytical procedures and training in the use of economics.
- ! Undertake leading economic studies for use by EPA program offices, regions and other government environmental management institutions.
- ! Coordinate peer review of EPA-funded economic work products and manage production of publication for applied environmental economic studies.
- ! Analyze cross-cutting issues and legislative proposals for the Assistant Administrator of OP.

4. **OFFICE OF SUSTAINABLE ECOSYSTEMS AND COMMUNITIES.** The Office of Sustainable Ecosystems and Communities (OSEC), under the supervision of a Director, performs the following functions on an Agency-wide basis:

- ! Provide assistance to EPA's Regional and program offices, states, tribes, NGOs, and other partners, to implement a place-based approach to environmental protection employing the principles of ecosystems science and sustainable economics.
- ! Address the management and policy challenges posed by a new approach to environmental protection: redefining roles, integrating policies and programs across EPA media offices, setting up new measures of success, increasing EPA program flexibility and employing adaptive management.
- ! Provide staff support and policy advice to senior EPA management.
- ! Plan, coordinate and integrate major ecosystems and sustainable community activities and analyses within the Office of Policy.
- ! Participate in Agency and federal interagency efforts to reduce barriers and foster community-based/ecosystem protection in regulations, policies, implementation documents.
- ! Develop guidance to help develop site-specific goals and indicators of environmental results.
- ! Become a source of knowledge and skills needed to protect ecosystem and communities by helping to build upon lessons learned by federal, state and local practitioners and supporting information exchange, including electronic media and periodic workshops and conferences.
- ! Promote sustainable economies for communities in and around ecosystems in ways that incorporate their culture and values, including their concerns for long-term ecological integrity, and economic well-being by identifying and developing needed tools and facilitating the use of such tools.
- ! Encourage effective processes for stakeholder involvement in decisions affecting their ecosystems and communities leading to achievement of environmental goals.
- ! Participate in efforts to provide staff and managers in EPA, other federal agencies, states, and NGOs with the knowledge and skills needed to work together to advance place-based efforts through the development of training programs and printed guidance, conferences and workshops, and other vehicles. Subject areas include: ecological science, principles of ecosystem management, socio-cultural analysis, sustainable economics, stakeholder involvement, and cross-training between organizations, priority setting, problem identification, and communication with the public.
- ! Identify, plan, coordinate and integrate major activities within OSEC.
- ! Coordinate efficient management of OSEC's budgetary, personnel, and property resources.
- ! Manage liaison between OSEC and other federal agencies, state and local government entities, outside stakeholders and EPA's internal program and regional offices.

- ! Direct OSEC's response to requests for analysis supporting policy development from the Administrator, Deputy Administrator, AA/DAA, OP, and other senior managers.
 - ! Manage projects to develop and demonstrate new approaches to place-based work.
 - ! Keeps current on developing issues and new opportunities for implementing place-based work, and proposed strategies for OSEC response to emerging issues.
- a. **POLICY AND COORDINATION DIVISION.** Under the supervision of a director, the Policy and Coordination Division (PCD):
- ! Is responsible for CBEP policy and program integration issues.
 - ! Works with National Program Offices and Regional Offices to incorporate the CBEP approach into EPA policies and into a place-based implementation of line programs.
 - ! Evaluates progress of implementing CBEP approaches, and develops proposals for EPA policy, management and budget actions to foster implementation.
 - ! Coordinates reporting CBEP efforts as part of EPA's accountability process.
 - ! Facilitates CBEP information sharing across EPA regions and Headquarters offices.
 - ! Develops and distributes informational materials in support of these functions.
- b. **ECOLOGICAL, SOCIAL, AND INFORMATION SCIENCES DIVISION.** Under the supervision of a director, the Ecological, Social and Information Sciences Division (ESISD):
- ! Identifies and/or develops assessment, implementation and progress measurement tools and reference materials for performing CBEP activities.
 - ! Maintains emphasis on using ecological, economic and community dynamic and information sciences' tools.
 - ! Distributes and delivers these tools and reference materials to users through publications, electronic and visual media, training, conferences and other means.
- c. **INTEGRATED ENVIRONMENTAL MANAGEMENT DIVISION.** Under the supervision of a director, the Integrated Environmental Management Division (IEMD) will:
- ! Support and promote integrated environmental management at the regional, state, local and tribal levels, including environmental futures, environmental goal setting, comparative risk analysis, environmental strategy development, public involvement and environmental indicator development.
 - ! Provide direct technical assistance and financial support to state, local and tribal governments to help them perform integrated environmental planning.
 - ! Link findings from this work to national environmental policy making.
5. **OFFICE OF REGULATORY MANAGEMENT AND INFORMATION.** The Office of Regulatory Management and Information (ORMI), under the supervision of a Director, performs the following functions on an Agency basis, working in cooperation with other Agency offices, as appropriate:
- ! Manages the establishment, implementation, administration, and continuous improvement of the Agency's regulation development and review process under the Administrative Procedure Act, the Unfunded Mandates Act, the Regulatory Flexibility Act, and the Small Business Regulatory Enforcement Fairness Act, as well as under statutes and Executive Orders governing Federal regulatory policy.

- ! Serves as independent advocate within the Agency for the concerns of small businesses subject to Agency regulations, providing them with information, advice, and assistance as required by the Asbestos Hazard Emergency Response Act, the 1990 Clean Air Act Amendments, and Agency policy.
- ! Provides necessary support to the Director, ORMI, who serves in the capacity of Small Business Advocacy Chair under the provisions of the Small Business Regulatory Fairness Enforcement Act of 1996.
- ! Promotes and supports consensus-building and negotiation of policy and regulatory actions under the Negotiated Rulemaking Act, and coordinates Alternative Dispute Resolution under the ADR Act.
- ! Undertakes numerous actions to ensure Agency compliance with the burden reduction provisions of the Paperwork Reduction Act, including initial review of Information Collection Requests.
- ! Develops policies and standards for standards-based electronic mechanisms and other innovations to improve utilization and reduce burden associated with record-keeping and reporting of regulatory information consistent with Agency standards and policies.
- ! Staffs and supports the Agency's customer service activities, pursuant to E.O.12862, including the EPA Customer Service Steering Committee.

Under the supervision of the Director, Office of Regulatory Management and Information, the Immediate Office is responsible for:

- ! Planning, coordinating, and integrating major activities and analyses within the Office of Regulatory Management and Information.
- ! Maintaining liaison with the regulatory and information management offices within other Federal agencies, as well as with OMB for administration of Executive Order 12866 and the Paperwork Reduction Act, and the Small Business Regulatory Fairness Enforcement Act of 1996.
- ! In conjunction with the Agency's Regulatory Policy Council, conducting timely reviews to promote continuous improvement of EPA's regulatory development procedures, providing direct management support to the Administrator and Deputy Administrator.
- ! Serving as the Agency's central coordinator for Alternative Dispute Resolution.
- ! Serving as the Agency's Small Business Ombudsman and regulatory liaison to the small business community, and, in doing so: identifying and evaluating small business environmental regulatory compliance problems; recommending appropriate actions to improve the Agency's regulatory policies or practices as they relate to small businesses; providing assistance/and or information to small businesses about compliance problems, the Agency's rulemaking process, and environmental regulatory and non-regulatory concerns, including asbestos; acting as spokesperson for the small business community with the Agency's regulators; and under Section 507 of the 1990 Clean Air Act Amendments, overseeing and monitoring the development and implementation of the three components of all state and territorial Small Business Programs: State Small Business Ombudsmen, State Technical Assistance Programs, and State Compliance Advisory Panels.
- ! Serving as EPA's Small Business Advocacy Chair under the provisions of the Small Business Regulatory Fairness Act of 1996.
- ! Staffing and supporting the Agency's customer service activities, pursuant to E.O. 12862, including the EPA Customer Service Steering Committee.
- a. **REGULATORY MANAGEMENT DIVISION.** The Regulatory Management Division (RMD), under the supervision of a Director, manages the Agency's regulation development and review process, serves as the Agency's liaison with the Office of the Federal Register, and promotes consensus-building and alternative dispute resolution in both regulatory and policy matters.

Manage the Agency's regulation development and review process, and, in doing so: design and implement regulation development and review procedures; oversee initiation and progress of regulatory activities; ensure Agency compliance with Executive Order 12866; serve as liaison with the Office of Management and Budget (OMB), coordinate OMB reviews, and promote resolution of policy issues raised by OMB; and compile, publish and distribute the semi-annual Regulatory Agenda and the Annual Regulatory Plan.

Serve as staff support to the Deputy Administrator as Chair of the Regulatory Policy Council, and in doing so: in coordination with the Deputy Administrator and appropriate representatives, plan agendas and maintain records of Regulatory Policy Council decisions and proceedings; as directed, undertake special projects and analyses of the EPA's regulatory activities in support of the Council; and chair the Regulatory Steering Committee as the operational arm of the Regulatory Policy Council to guide follow-up activities in support of Council decisions.

Provide support to the Agency in administering the requirements of the Regulatory Flexibility Act as amended by the Small Business Regulatory Fairness Act of 1996, and serve as staff to the Small Business Advocacy Chair in ensuring EPA's compliance with all respects of SBREFA.

Develop guidance materials, seminars, workshops, and training courses to inform EPA staff and managers about Agency rulemaking and information policies and procedures.

Manage liaison with the Office of Federal Register and ensure compliance with Federal Register requirements.

Direct an Agency project on regulatory negotiation and consensus building, and Alternative Dispute Resolution, including the following activities: review Agency rulemaking for the purpose of advising program offices of opportunities to improve rules or policies through the use of consensual processes such as regulatory negotiation, policy dialogues, or consultative workshops; design, conduct, and evaluate regulatory negotiations or policy dialogues, and other consultative processes as requested by EPA program and regional offices; manage the Agency-wide dispute resolution services contract, which provides convening, facilitation, and mediation support to EPA program and regional offices; provide planning and staff support to the Agency's Dispute Resolution Coordinating Committee, as chaired by the Director, ORMI; and maintain liaison with other Federal Dispute Resolution programs.

- b. **REGULATORY INFORMATION DIVISION.** The Regulatory Information Division (RID), under the supervision of a Director, provides policy direction and oversight of Agency management of regulatory information, manages the Agency's administration of the burden reduction provisions of the Paperwork Reduction Act, and promotes innovative alternatives to standard, paper-based record-keeping and reporting by the public. Specific RID activities include the following functions:

- ! Protect the enforceability of environmental record-keeping and reporting requirements by ensuring Agency compliance with the Paperwork Reduction Act. In doing so, use criteria such as the need for information, practical utility, non-duplication, and efficiency of collection. This oversight is done by the following means: providing analyses, reviews, and evaluations of all Agency information requirements; critically reviewing and evaluating major Agency data collection activities and information management activities; preparing the annual Information Collection Budget; coordinating OMB review of clearance packages with program offices; and managing a system for tracking ICRs to maintain currency and applicability, as well as ensuring proper display of valid OMB control numbers to ensure public protection under the PRA.
- ! Conduct periodic evaluations of Agency information collection activities to assess actual and potential efficiency and ability to provide requisite support to Agency regulatory and enforcement activities. Formulate recommendations for reducing the burden associated with record-keeping and reporting by the public.
- ! Maintain liaison with the Small Business Administration, members of the public and other representatives of regulated interests.
- ! Maintain liaison with the Office of Management and Budget and other Federal Agencies to keep abreast of developments in paperwork policy and practice to support burden reduction efforts.
- ! Coordinate development and implementation of EPA policies on electronic reporting and other technological innovations to reduce paperwork and promote the utility of information to support environmental compliance.
- ! Demonstrate and implement standards-based electronic mechanisms as the method of choice for environmental record-keeping and reporting throughout the private and public sectors.

- ! Support the development of industry, State, and local capability to reap the advantages of new technologies to support cheaper, more efficient methods of information exchange by developing new markets and uses for these technologies. Examples include the Common Sense Initiative and Project XL.

6. **OFFICE OF POLICY DEVELOPMENT.** Under the supervision of a Director, the Office of Policy Development (OPD), will provide policy development support to the Agency with the goal of adopting new approaches, programs, policies and tools that deliver a higher level of environmental protection and human health with greater economic efficiency, citizen involvement and accountability for results. Under the supervision of the Director, Office of Policy Development, the Immediate Office:

- ! Identifies, plans, coordinates and integrates major activities within OPD.
- ! Coordinates efficient management of OPD's budgetary, personnel, and property resources.
- ! Manages liaison between OPD and other federal agencies (e.g., Departments of Energy, Housing and Urban Development, Transportation, Interior, Agriculture and Commerce); state and local government entities, outside stakeholders, and EPA's internal programs.
- ! Provides leadership in designing options for domestic policies to implementing an international climate change agreement.
- ! Directs OPD's response to requests for analysis supporting policy development from the Administrator, Deputy Administrator, Assistant Administrator for Policy, Regional Administrators, and program offices.
- ! Identifies opportunities and policy options for EPA to more effectively provide for environmental and human health protection in the development and use of the Nation's natural resources.
- ! Advances innovative economic and resource policies to achieve more efficient and sustainable use of natural resources, both locally and nationally.
- ! Evaluates the economic and environmental implications of alternative policy options on the agriculture, forestry, and other natural resource sectors.
- ! Develops tools to improve the analysis and evaluation of the economic, environmental, technical, and social implications of alternative policy options for the natural resource sectors.
- ! Implements an outreach strategy which builds partnerships and coalitions with and among stakeholders (e.g., federal and state agencies; private industry; research community; and environmental, commodity, and producer groups) and technical experts to develop creative and flexible solutions to environmental problems in the natural resource sectors.
- ! Provides analysis of pending legislation, regulations, and testimony that have environmental implications for the natural resources sectors.

a. **EMERGING STRATEGY DIVISION.** Under the direction of a Director, the Emerging Strategy Division (ESD) anticipates, prepares for, and takes advantage of social, economic, and technological changes that affect the environment. ESD tests and implements alternative environmental management strategies and cutting-edge policies that recognize and encourage the trend toward more responsible environmental performance. ESD's goal is to bring into the Agency new approaches that have the potential to deliver a higher level of environmental protection with greater efficiency, citizen involvement, and accountability. To achieve this goal, ESD:

- ! Identifies and analyzes new approaches in industrial and macro-economic sectors that have significant, including indirect, effects on the environment. These include capital markets, finance, materials flows through the economy, and information technology.
- ! Leads efforts to understand and take advantage of corporate and other efforts to improve environmental performance such as customer-supplier relationships (greening of the supply chain), bench marking, and the use of covenants.
- ! Designs methods and techniques for measuring environmental progress.

- ! Tracks and understands economic, social, and technological trends that affect the environment as a basis for identifying emerging problems/issues and developing proactive response strategies.
- ! Builds partnerships with EPA program offices, regional offices, state and local agencies, regulated entities, academic institutions and citizen groups, so as to ensure adoption and implementation of new approaches.
- ! Develops risk-based analytical tools and methodologies for assessing the environmental and human health impacts of facilities and, on a national scale, industries.

b. **ENERGY AND TRANSPORTATION SECTORS DIVISION.** Under the direction of a Director, the Energy and Transportation Sectors Division (ETSD), seeks to devise, promote and disseminate environmental strategies that are economically efficient in these two broad sectors of the economy. The goal of the Division is to spur environmental protection by helping to restructure national energy and transportation priorities and by promoting positive change at the state and local levels. The Division builds on its multi-disciplinary capacity in both the energy and transportation sectors, combining the skills of economists, policy analysts and scientists. A multi-media perspective is essential to the work. ETSD looks not only at the various pollutants but also at the interactions among policies to address them. To achieve its goals. ETSD:

- ! Examines regulatory and legislative measures in the energy and transportation sectors such as the Clean Air and Water Acts, the Intermodal Surface Transportation Efficiency Act (ISTEA), the Corporate Average Fuel Economy program, the Energy Policy Act, and rulemakings of the Federal Energy Regulatory Commission to identify opportunities for positive change.
- ! Analyzes and identifies opportunities to reduce the environmental burden from the energy and transportation sectors, and participates in policy-making related to such efforts as reauthorization and implementation of ISTEA and climate change program.
- ! Identifies and evaluates options for reducing greenhouse gas emissions in the energy sector.
- ! Brings together stakeholders in energy and transportation to design consensus-based solutions that spur local action and help rearrange national priorities, such as in the Coalition for Natural Gas-Based Environmental Solutions, the White House Bioenergy Task Force, Transportation Partners and EPA's Freight Sector Initiative.
- ! Promotes innovative and proven strategies to reduce vehicle miles traveled (VMT), a key indicator of environmental impacts in the transportation sector. The Transportation Partners program, part of the Climate Change Action Plan, promotes VMT-reducing strategies at the state and local level.
- ! Implements Climate Wise, also part of the Climate Change Action Plan, a voluntary program that seeks specific performance-based commitments to greenhouse gas reductions from industry, recognizes those commitments, and provides technical assistance to meet them.
- ! Performs sector-based analysis on broad sectors of the economy, including but not limited to energy, transportation and freight.
- ! Develops domestic strategies for implementing climate change agreements.

c. **URBAN AND ECONOMIC DEVELOPMENT DIVISION.** Under the direction of a Director, the Urban and Economic Development Policy Division (UEDD) seeks positive change for the environment by influencing sectors that affect regional growth and economic development. To achieve its goals UEDD:

- ! Develops analytic and other tools to assist local governments in understanding the environmental implications of their economic development decisions.
- ! Sponsors stakeholder processes that link urban policy, economic development, and environmental quality.

- ! Connects EPA to other federal agencies as well as the President's Council on Sustainable Development on issues that impact the environment through their decisions affecting urban and regional development -- to ensure that effects on environmental quality become a consideration as they undertake their missions.
- ! Provides direct technical support to EPA program and regional offices, states, local and regional governments to promote the understanding of the environmental implications of urban and economic development decisions.
- ! Develops ways in which the Agency's regulatory policies can be used to improve environmental quality by easing restrictions on economic development through such measures as brownfield redevelopment and efficient Superfund site remediation.
- ! Develops sector-based environmental strategies and stakeholder processes for the architecture, construction, building materials, residential and commercial real estate, and mortgage lending industries, as well as partnerships between sector, community, and government leaders.
- ! Manages and maintains the Smart Growth Network - a coalition of private sector, public sector and NGO partners seeking to create smart growth in neighborhoods, communities and regions across the United States. Network members share information on the latest trends in smart construction and de-construction, learn about innovative financing for infill and brownfields redevelopment, access tools to evaluate competing development options, pilot money-saving investments which reap economic and environmental benefits.

d. **INDUSTRY SECTOR POLICY DIVISION.** The Industry Sector Policy Division (ISPD), led by a Division Director, seeks to develop sector-specific environmental policies and programs that promote industrial eco-efficiency, multi-stakeholder involvement, and strategic environmental management at the corporate and facility level. The division will use the established Sustainable Industry "life-span" sector process to serve as an incubator of industrial sector programs in EPA. To achieve these goals, ISPD will:

- ! Lead and manage industry sector-specific programs through their entire "life-span," within OP's Sustainable Industry and other Agency Programs. ISPD will provide oversight of administrative and logistical support for the ISPD-led sectors; direct management of certain endorsed projects; coordinate and guide sector workgroups and project teams; coordinate analytical support; communicate with stakeholders and project leaders; and perform other sector management responsibilities.
- ! Develop new industry sector programs, using the systematic Sustainable Industry process and criteria to select industry sectors to focus upon; gather data and conduct policy analysis of sector-specific "driver and barrier" factors that affect environmental performance; create public/private partnerships to address sector issues; and develop projects to test innovative ideas and approaches. Developmental ISPD sectors may feed CSI or other Agency reinvention programs, or they may continue as Sustainable Industry sectors, with ISPD retaining a leadership role with some sectors as described in function (1).
- ! Correlate the results of "driver and barrier" analysis with lessons learned from the Environmental Technology Initiative and other technology successes. Convey data and results to EPA's Innovative Technology Council.
- ! Utilize the Sustainable Industry process to establish cooperative dialogue with key stakeholders from EPA programs and regions, state and local governments, industry, non-governmental organizations at the national and local level, and academia. Develop and maintain working relationships with stakeholders in all ISPD industry sector programs.
- ! Use the Sustainable Industry process as a "testing ground" to assess new industrial sector policy ideas and approaches, for both sector-specific issues and cross-sectoral concepts (e.g., environmental management systems, technology, and alternative regulatory track programs). Provide policy recommendations to and work with EPA programs and regions, states, localities, industry, and other stakeholder groups, based on ISPD's sector-specific analyses and project experiences.

- ! Implement (with multiple EPA and outside stakeholders) sector-based policy and program changes, based on Sustainable Industry analysis and stakeholder experience with industrial sector-specific projects. Develop sector-wide goals, strategic plans, and long-term "maintenance" programs, designed to institute long-term, multi-media policy and program changes for selected industry sectors and, in some cases, for larger segments of industry.

7. **CENTER FOR ENVIRONMENTAL INFORMATION AND STATISTICS.** The Center for Environmental Information and Statistics (CEIS) serves as the Agency's main point of internal focus and convenient point of external public access for integrated, multimedia information on environmental quality, status and trends. The CEIS is a strategic tool for achieving the Agency's mission by assisting the program offices and by informing individuals, communities, businesses and organizations in the broad, interested public. CEIS is an objective, reliable information source, known for the clear presentation of environmental information, as well as for fair and balanced interpretation and analysis. The CEIS is:

- ! Customer-oriented to assist in identifying and meeting the needs of EPA's many audiences for environmental information.
- ! A focal point for quality assured environmental information, as distinct from other legal, regulatory and administrative information maintained and disseminated by EPA.
- ! An advocate for improving the quality of environmental information, as well as for its efficient acquisition and effective use in the Agency's planning and budgetary processes.
- ! A supporter of Agency program efforts to use and improve environmental information that adds value to, rather than replacing or duplicating, the efforts of other EPA offices.
- ! While its central activities are located in OP, the CEIS relies heavily on the CIO, Headquarters and regional offices to meet its responsibilities. CEIS will draw from these EPA offices much of the environmental information that it integrates to produce a variety of multimedia information products. EPA offices also undertake data improvements in response to customer needs highlighted by CEIS customer surveys.

Under the supervision of the Director, Center for Environmental Information and Statistics, Office staff will:

- ! Develop guidance on administrative processes and issues procedures/guidelines for implementation by CEIS.
- ! Coordinate efficient management of CEIS budgetary, personnel, and property resources.
- ! Manage the CEIS peer review and advisory processes within the office (e.g., NACEPT Advisory Committee).
- ! Provide management and oversight of the CEIS external facilities activities (e.g., CEIS storefront/kiosk).
- ! Manage the electronic information needs of CEIS, including identifying, procuring and overseeing CEIS common computer and peripheral equipment (e.g., Local Area Network) and electronic information systems, as well as providing expertise, guidance, and advice to CEIS staff.
- ! House the Chief Statistician who reports directly to the Director, CEIS. The Chief Statistician provides a focal point for CEIS/Agency statistical policy with program offices, other federal agencies and international organizations; is responsible for the development of an institutional capability, building on the work of the program offices in this area, to provide EPA and the public with quality environmental statistics through the development and promotion of the use of valid statistical methods, quality assessments of Agency data bases, and peer reviews of statistical products; provides broad technical policy analysis and advice to the CEIS Director and staff in the areas of the use of statistics for public policy, data quality for primary and secondary data sets, and methodologies for developing environmental statistics and indicators; and advises Agency leadership on issues related to the use of environmental statistics, environmental data collection, and data quality.

a. **INTEGRATED ANALYSIS, INTERPRETATION, AND ASSESSMENT DIVISION.** The Integrated Analysis, Interpretation and Assessment Division (IAIAD), under the supervision of a Director, is responsible for:

- ! The integration, analysis and interpretation of environmental data presented in CEIS reports, bulletins and other information products. This includes the development of reports, bulletins and other hard copy reports on environmental topics of known interest to the

general public to improve understanding of the environmental quality, status, and trends, and of the relationships between human activities and environment conditions, sometimes initiating a variety of integrated environmental analyses using geography, chemical pollutant, industry sector, and environmental receptor (e.g., sensitive human populations and ecosystems) as integrating themes; scientifically credible methods for clearer interpretation and presentation of integrated environmental data for use in CEIS products, as well as by EPA programs and the public, including indices of environmental health, environmental conditions, industry environmental performance; and innovative approaches for acquiring and applying new sources of environmental data, such as satellite imaging and other advanced monitoring technologies for use in CEIS information products to improve public understanding of the environment.

- ! Assessment of environmental data from a variety of EPA and other sources to determine its adequacy for different uses by CEIS and other public audiences. CEIS information products will be developed from existing EPA data bases augmented in many instances by obtaining data from outside of EPA (e.g., from other governmental agencies, states, and NGOs). The CEIS will both practice and advocate the proper use of environmental data by conducting environmental data quality assessments on Agency data bases. These assessments, done in cooperation with Agency programs, will produce metadata which will be made available to CEIS data uses, as well as uses by Agency programs and the general public. The data quality assessments will also assist internal Agency data investments; and promoting use of valid statistical methods for assessing and presenting data uncertainty.

- b. **CUSTOMER SURVEY AND ACCESS DIVISION.** The Customer Survey and Access Division, under the direction of a Director, is responsible for:

- ! Market research: identifying the public's environmental information needs and preferences for accessing environmental data. This function informs both CEIS and EPA programs' understanding of the needs of EPA's information users. In order for the CEIS to be customer-driven, the Division, working closely with other Headquarters and regional offices, continuously surveys customer information needs, their access preferences and satisfaction with Center products and services by conducting surveys using qualitative research techniques, including focus groups, one-on-one meetings, and telephone surveys and/or other product-specific market research. Survey discussion guidelines and questionnaires will be submitted to the Office of Management and Budget for clearance following EPA's customer service information collection request guidelines. Conduct peer-reviews to assure that the survey techniques and communications are state-of-the-art and appropriate to CEIS' mission; and assisting other Agency information providers and public access programs, such as the Environmental Monitoring for Public Access and Community Tracking (EMPACT) program, to identify which information needs they can support. By reaching out to key stakeholders in the EMPACT cities, the survey team will identify organizations who can pilot the use of these new systems and deliver improved environmental information to the public.
- ! Market development: communication and outreach materials for potential audiences in federal, state and local government, industry, in the environmental, and academic communities, and general public; and working in coordination with Agency system managers, develop and provide Agency-wide access to databases and other products that can inform EPA information program managers of the public's information needs and access preferences.
- ! Electronic public access to integrated, multimedia data on environmental quality status and trends.
- ! In cooperation with OIRM, develops electronic interfaces that will allow the public to access CEIS and Agency information products and data bases, such as easy-to-access community environmental profiles and "Master Atlas" that integrates the capabilities of EPA's various mapping software offerings and provides access to multimedia data on environmental quality, status and trends; provides rapid, improved capability for EPA website visitors to access existing environmental quality, status and trends data and access software on Agency's website, as well as electronic network that allows website visitors to easily identify

and contact Agency data experts to discuss questions of data use and interpretation; providing seamless access from CEIS Internet offerings to other EPA public access software through an "intelligent locator" that anticipates a CEIS website visitor's likely interests and points to other relevant EPA software and data offerings; and working with EPA's many programs for managing and providing public access to data on environmental quality, status and trends to create a single, coherent program, aimed at supporting EPA's environmental mission. This program includes: central leadership, standards for managing and disseminating data, internal rewards and accountability, and public education in the use and interpretation of environmental data.

AUTHORITY DELEGATED FROM THE ADMINISTRATOR...

Does not Include Redelegations of Authority

[NOTE: A delegation may be delegated to more than one senior official in the Agency; therefore, you may find that a certain delegation appears under more than one office.]

TO THE ASSISTANT ADMINISTRATOR FOR POLICY...

Chapter 1 - GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

<u>1-8</u>	Schedule C, Administratively Determined, Senior Level Scientific and Professional, Administrative Law Judge, and SES Personnel Actions
<u>1-20</u>	Annual Leave Forfeiture
<u>1-21</u>	Federal Register
<u>1-22</u>	Regulation and Paperwork Management
<u>1-30</u>	Freedom of Information
<u>1-45</u>	Intergovernmental Review Provisions of Executive Order 12372 and 40 CFR Part 29
<u>1-47</u>	Assistance Agreements for Economic, Social Science, Statistical, and Other Research, Development, Studies, Surveys, Demonstration, Investigations, Public Education Programs, Training, and Fellowships
<u>1-48</u>	Request for Information from Other Federal Agencies
<u>1-49</u>	Assertion of the Deliberative Process Privilege
<u>1-55</u>	FTTA Cooperative Agreements and Licensing Agreements
<u>1-60</u>	Pollution Prevention Grants and Agreements
<u>1-80</u>	Executive Order 12778
<u>1-86</u>	Survey, Demonstration, Training, and Research Grants and Cooperative Agreements Related to Environmental Equity Activities
<u>1-87</u>	Implementing Arrangements under International Environmental Agreements and Memoranda of Understanding
<u>1-93</u>	Voluntary Separation Incentive (Buyout) Program
<u>1-96</u>	National and Community Service Grants and Cooperative Agreements under the National and Community Service Trust Act of 1993
<u>1-97</u>	Admission of State, Local, and Tribal Government Employees to Agency Training and Waiver of Reimbursement of Costs of Training

Chapter 15 - REGULATORY FLEXIBILITY ACT

<u>15-1</u>	Certification Under the Regulatory Flexibility Act
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Chapter 29 - OIL POLLUTION ACT

<u>29-1</u>	Grants and Cooperative Agreements in Support of the Oil Pollution Research and Development Program
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Chapter 34 - ENVIRONMENTAL RESEARCH, DEVELOPMENT, AND DEMONSTRATION AUTHORIZATION ACT OF 1980

<u>34-1</u>	Reimbursement for Use of Research and/or Test Facilities
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MEMORANDUM

SUBJECT: One-Time Delegation of Authority to Approve, Award, and Administer a Grant
Pursuant to Public Law 107-20

TO: Jack McGraw
Acting Regional Administrator, Region 8

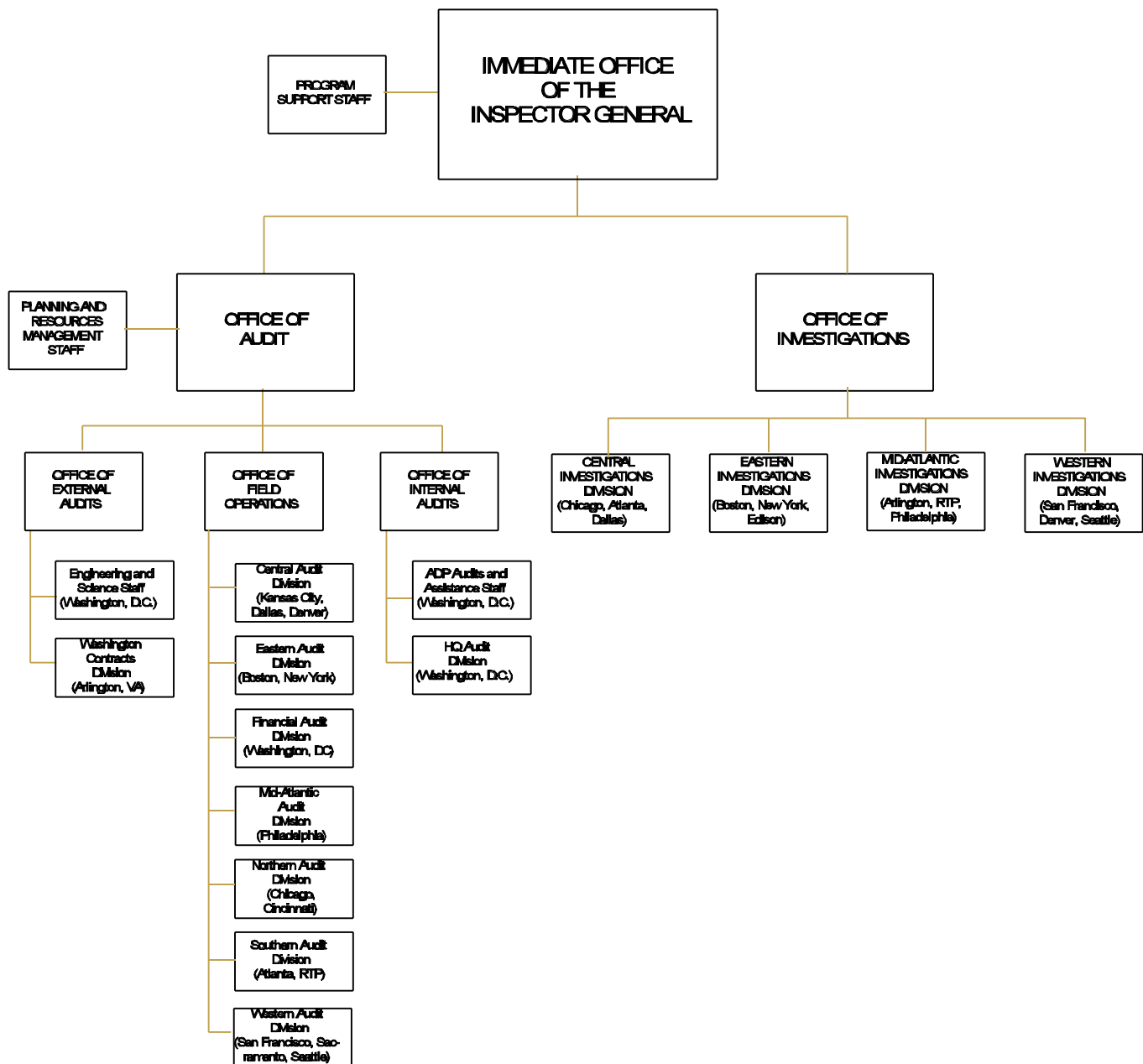
You are hereby delegated the authority to approve, award, and administer a
Congressional-earmarked grant to the Salt Lake Organizing Committee for the Olympic Winter
Games of 2002 to carry out environmental activities pursuant to Public Law 107-20.

This is a one-time delegation of authority and it expires on December 31, 2001. This
authority may not be redelegated further.

Christine Todd Whitman

OFFICE OF INSPECTOR GENERAL (OIG)

OIG ORGANIZATIONAL CHART



OIG FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE INSPECTOR GENERAL.** The Inspector General (IG) assumes overall responsibility for audits and investigations relating to programs and operations of EPA. Provides leadership and coordination and recommends policies for other Agency activities designed to promote economy and efficiency and to prevent and detect fraud and abuse in such programs and operations. Informs the EPA Administrator, Deputy Administrator, and Congress of serious problems, abuses, and deficiencies relating to EPA programs and operations, and of the necessity for and progress of corrective action. Reviews existing and proposed legislation and regulations to assess the impact on the administration of EPA's programs and operations. Recommends policies for, and conducts or coordinates relationships between the Agency and other Federal agencies, State and local government agencies, and nongovernmental entities, with respect to all matters relating to the promotion of economy and efficiency in the administration of, or the prevention and detection of fraud and abuse in, programs and operations administered by the Agency.
 - a. **PROGRAM SUPPORT STAFF.** The Program Support Staff is headed by a Director who reports directly to the Immediate Office of the General Inspector. The Director, along with one of the team leaders, supervises the three teams: Budget, Reports, and Analysis Team; Information Technology and Facilities Management Team; and the Organizational Services Team.
 - 1) **Budget, Reports, and Analysis Team.** Provides fiscal management and controllership of the OIG through well-developed and supported budgets, operating plans, and financial reports which result in strong accountability and timely information for effective decision making and actions. The Team will be responsible for (1) formulating, presenting, and assisting in the execution of the OIG's separate appropriation; (2) maintenance of the Working Capital Fund Service Agreement; (3) coordinating the preparation and assembly of the Semiannual Report to Congress on OIG work results and activities; (4) developing Quarterly Accomplishments Reports which highlight selected OIG activities; (5) coordinating requests for audit, investigative, or other data under the provisions of the Freedom of Information and Privacy Acts; and (6) reviewing existing and proposed legislation and regulations to determine their impact on the economy, efficiency, and effectiveness of Agency programs and operations.
 - 2) **Information Technology and Facilities Management Team.** Provides advice, consultation, and support on all IRM issues related to OIG, including ADP-related hardware and software needs, and represents the OIG on Agency wide and National IRM committees and workgroups, and facilities management. The Team will be responsible for (1) support in the areas of property and space management, telecommunication services, and ADP procurement; (2) maintenance and support of the operations of the OIG LAN, hardware and software, with assistance for procurement of the same for both headquarters and in our regional field sites; (3) ADP system analysis, requirement/feasibility studies, development/design of applications and/or systems for both management and staff, and the development and maintenance of the Internet/Intranet capabilities and the Inspector General Operation and Reporting System (IGOR); and (4) information security support, with a wide range of ADP security programs for the OIG, encompassing both software, hardware, and the information held within.
 - 3) **Organizational Services Team.** Will provide support services and products to the OIG, which include training, human resources services, quality control reviews of OIG operations, personnel security functions for the OIG and the Agency, non-ADP procurement and FMFIA. The Team will be responsible for (1) tracking and coordinating with vendors, contractors, other Federal Agencies, and professional organizations in providing necessary training for the OIG staff; (2) developing processing; (3) tracking a variety of human resources, personnel, and performance management actions and issues;

(4) coordinating with EPA on processing the related actions and issues into EPA systems; (5) resolving personnel and benefits issues of OIG employees; (6) providing management assessment reviews, quality control reviews, and program assessments to ensure the economy and efficiency of OIG operations; and (7) providing the personnel security support in the initiation and adjudication of background investigations and preappointment investigations on OIG and Agency employees, processing personnel actions for public trust/sensitive positions within OIG and the Agency, and granting security clearances and providing visitor notifications to various facilities.

2. **OFFICE OF AUDIT.** This office has overall authority to an responsibility for conducting independent and objective audits and reviews of Agency programs and operations. The purpose of these efforts is to improve the efficiency, economy, and effectiveness of Agency programs and to prevent or detect fraud, waste and abuse. Through these activities, the Office works to be an agent of positive change for continuous improvement in EPA's management and program operations. The Office of Audit manages, coordinates, and has overall responsibility for policy and direction of all audits relating to Agency programs and operations; provides liaison with Federal, State, and local government auditors, as well as private audit organizations; provide guidance for staff in OIG audit divisions; reviews existing and proposed legislation and regulations to provide the IG comments on the impacts such legislation and regulations have on the economical and efficient administration of the Agency's programs; monitors the implementation of audit work plan and ensures that audits and reviews performed by the Office are carried out in accordance with the standards promulgated by the Comptroller General of the United States or the Inspector General. The Office of Audit, under the supervision of the Assistant Inspector General for Audit (AIGA), reports to the Deputy Inspector General. The AIGA is responsible for providing oversight of the Office of Audit's operations and in working closely with the Deputy Assistant Inspectors General for Audit to maximize productivity and effectiveness of all operations. During periods of the AIGA's absence, the Office of Audit functions under the supervision of the Principal Deputy Assistant Inspector General for Field Operations.

a. **PLANNING AND RESOURCES MANAGEMENT STAFF.** The Planning and Resources Management Staff, under the supervision of a Team Leader, maintains up-to-date information regarding applicable professional standards and Government requirements, and uses the information to update the OIG manual and issue Office of Audit guidance and procedures. The Staff prepares the Office of Audit's annual Performance Plan, and prepares and updates the Office of Audit's Annual Audit Plan, measures performance and accomplishments and prepares the Office's annual performance report. The Staff is also responsible for developing the Office's input to budget submissions and fiscal operating plans; maintaining systems to allocate funds between Office components and account for staff years and funds expended from the Office's allocations; operating and maintaining the Office's system to provide management information to track, assess, and report on the Office's operations; and overseeing the procurement of audit services and other contracts or interagency agreements needed to support the Office of Audit.

b. **OFFICE OF EXTERNAL AUDITS.** The Office of External Audits, under the supervision of the Deputy Assistant Inspector General for External Audits, is responsible for technical oversight of all audits of Agency acquisition and assistance activities. This includes internal and performance audits of contracts, procurement, and assistance agreement awards, as well as EPA's management of the contracts, grants, and/or assistance agreements. This office also provides oversight to the OIG's program of external audits of grants, contracts and agreements. This office is responsible for chairing a planning group with selected divisional staff to assess the relative risks inherent in EPA's use of extramural resources, and developing necessary strategic plans establishing approaches for use in focusing audit resources on those area considered most vulnerable. The Office reviews and monitors major ongoing assignments to ensure that possible waste, fraud and abuse is brought to the attention of management, within both the OIG and EPA; acts to ensure adequate coordination between component divisions and with the Office of Investigations; and evaluates the technical quality of external audits. The Deputy Assistant Inspector General for External Audits is responsible for signing audit reports concerning Agency acquisition and assistance audits directed at the Assistant Administrator level, and is responsible for direct supervision of the Washington Contracts Division and the Engineering and Science Staff.

- 1) **WASHINGTON CONTRACTS DIVISION.** Under the supervision of a Director, the Washington Contracts Division is a field division located in the Washington metropolitan area which has as its sole responsibility the performance of external contract audits, primarily of contractors located in the Washington area. This division reports to the Deputy Assistant Inspector General for External Audits because that is the sole work the division performs.
 - 2) **ENGINEERING AND SCIENCE STAFF.** Under the supervision of a Director, the Engineering and Science Staff is responsible for providing engineering, technical and scientific studies to support specific initiatives of the OIG; reviewing and providing technical interpretations and evaluations of applicable statutes, regulations and guidelines; and providing technical interpretations and support for various legal or administrative actions arising out of OIG initiatives. Most of the Staff's work historically has involved reviewing the work accomplished under EPA grants or contracts.
- c. **OFFICE OF FIELD OPERATIONS.** The Office of Field Operations, under the direction of the Principal Deputy Assistant Inspector General for Operations, provides oversight and supervision to the activities of seven field audit divisions. The Office makes sure that necessary audits are started and completed in accordance with the annual work plan and applicable Generally Accepted Government Auditing Standards and OIG standards. The Office takes the lead in efforts to improve the audit process, make the Office of Audit's products more responsive to customer needs, and provide better service to EPA. The principal Deputy Assistant Inspector General for Operations is responsible for supervising the Eastern, Mid-Atlantic, Southern, Northern, Central, Western, and Financial Audit Divisions. This Deputy is also responsible for overseeing and signing reports on EPA financial statements.
- 1) **CENTRAL,**
 - 2) **EASTERN,**
 - 3) **FINANCIAL,**
 - 4) **MID-ATLANTIC,**
 - 5) **NORTHERN,**
 - 6) **SOUTHERN, AND**
 - 7) **WESTERN AUDIT DIVISIONS.**

The Audit Divisions are each under the supervision of a Divisional Inspector General for Audit. The divisions are comprised of branch offices in Kansas City (Central), Denver (Central), Dallas (Central), Boston (Eastern), New York (Eastern), Washington, D.C. (Financial), Philadelphia (Mid-Atlantic), Chicago (Northern), Cincinnati (Northern), Atlanta (Southern), Research Triangle Park, NC (Southern), San Francisco (Western), Sacramento (Western), and Seattle (Western). Each of these divisions and their respective branch offices conducts a program of internal and/or external audits of EPA's activities. Field audit divisions implement audit policies and standards; conduct audits and reviews in accordance with those policies and standards, prepare, forward or issue internal and external reports; arrange and control audit assistance performed by other Federal agencies and non-Federal auditors; and maintain operating contacts with Agency offices, State and local government offices, and various commercial and not-for-profit organizations in the assigned area to assist in prompt resolution of problems requiring audit services or advice. Divisional Inspectors General for Audit are responsible for managing their offices in accordance with established requirements; ensuring that audits and reviews comply with applicable standards and are completed in a timely manner; auditing reports clearly and convincingly set forth the results of our audits and recommending needed improvements; and effectively representing the Office with its customers.

d. **OFFICE OF INTERNAL AUDITS.** The Office of Internal Audits, under the supervision of the Deputy Assistant Inspector General for Internal Audits, is responsible for technical oversight of all performance and compliance audits of Agency programs and operations, except for those related to acquisition and assistance. This office is responsible for chairing a planning group with selected divisional staff to assess the relative risks inherent in EPA's various programs and operations, and to develop necessary strategic plans establishing approaches for use in focusing audit resources on those program areas considered most vulnerable. The Office reviews and keeps up with major ongoing assignments to ensure that possible improvements in the economy, efficiency or effectiveness, as well as instances of waste, fraud and abuse, are clearly brought to the attention of management both within the OIG and EPA; acts to ensure adequate coordination between component divisions and with the Office of Investigations; and evaluates the technical quality of internal audits. The Deputy Assistant Inspector General for Internal Audits is responsible for signing internal audit reports directed at the Assistant Administrator level and for the direct supervision of ADP Audits and Assistance Staff and the Headquarters Audit Division.

1) **ADP AUDITS AND ASSISTANCE STAFF.** Under the supervision of a Director, the ADP Audits and Assistance Staff performs audits of EPA's Information Resources Management (IRM) activities; assists auditors and investigators in dealing with assignments involving heavily computerized operations; assist auditors and investigators in becoming more proficient in statistical sampling and in dealing with and extracting information from computerized systems and operations. Most of the Staff's work historically has focused on performing audits of EPA's IRM functions and assisting other field divisions in obtaining and analyzing data from EPA systems.

2) **HEADQUARTERS AUDIT DIVISION.** Under the supervision of a Director, the Headquarters Audit Division is a field division located in Washington, D.C. The division has the sole responsibility to perform internal and performance audits of EPA's Headquarters organizations located in the Washington, D.C. area. This division reports to the Deputy Assistant Inspector General for Internal Audits because that is the sole work this division performs.

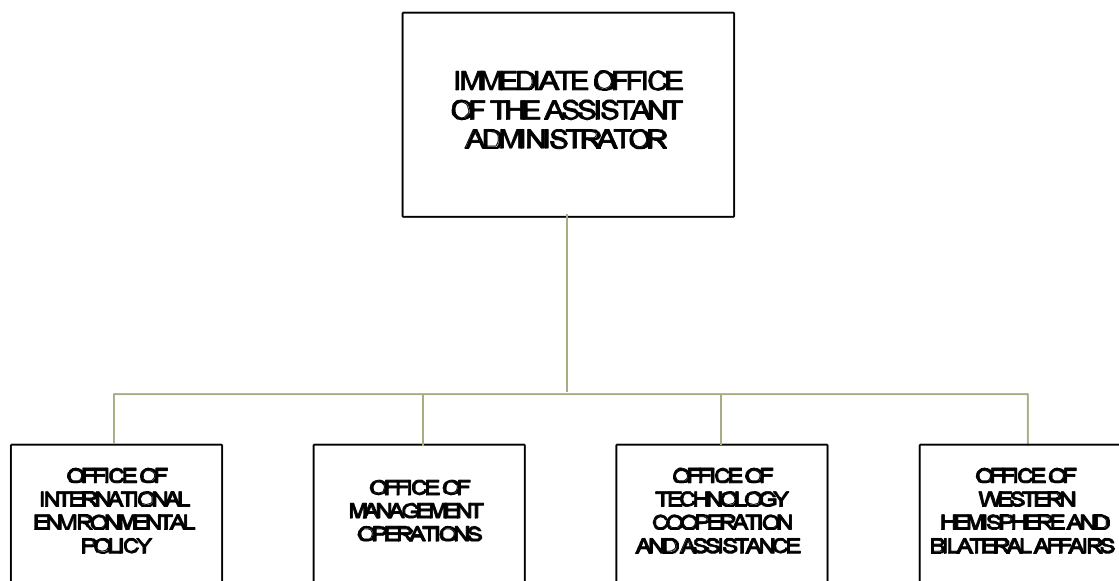
3. **OFFICE OF INVESTIGATIONS.** The Office of Investigations, under the supervision of the Assistant Inspector General for Investigations, reports to the Inspector General. The Office of Investigation manages, coordinates, and has overall responsibility for investigations relating to Agency programs and operations. The Office conducts procurement and fraud-related investigations of major contractors and recipients of EPA funds through the various assistance agreements; maintains liaison with U.S. Attorneys, Department of Justice, and other Federal investigative agencies; and provides guidance and coordination for management assessment reviews of operating divisions and release or denials of requests for investigation information under the provisions of the Freedom of Information or Privacy Acts. Staff within the Immediate Office of the Assistant Inspector General for Investigation direct and coordinate nationwide investigations to ensure compliance with OIG policy, plans and standards; provide technical guidance and oversee operations of field divisions for the detection and prevention of actual or suspected violations of Federal laws or regulations; assign investigative priorities and monitor personnel utilization and operations of the Office of Investigations; maintain liaison with Agency operating components, State agencies, the FBI, U.S. Attorney, and other law enforcement units; and implement and conduct standards of conduct briefings for OIG employees. The Office of Investigations has four field divisions, providing coverage to the ten EPA regions, as shown below.

a. **CENTRAL INVESTIGATIONS DIVISION.** The Central Investigations Division, under the supervision of a Divisional Inspector General for Investigations, reports to the Deputy Assistant Inspector General for Investigations. The Central Investigations Division is headquartered in Chicago, and also has branch offices in Atlanta and Dallas. Each of these offices plans, develops, conducts, and evaluates investigations of EPA programs, personnel and activities to identify and report operating conditions which may have actual or potential adverse effects upon the Agency's mission; plans and develops procedures for handling allegations and complaints; and maintains continuing liaison with Federal, State and investigative agencies.

- b. **EASTERN INVESTIGATIONS DIVISION.** The Eastern Investigations Division, under the supervision of a Divisional Inspector General for Investigations, reports to the Deputy Assistant Inspector General for Investigations. The Eastern Investigations Division is headquartered in Boston, and also has branch offices in New York and Edison, N.J. Each of these offices plans, develops, conducts, and evaluates investigations of EPA programs, personnel and activities to identify and report operating conditions which may have actual or potential adverse effects upon the Agency's mission; plans and develops procedures for handling allegations and complaints; and maintains continuing liaison with Federal, State and investigative agencies.
- c. **MID-ATLANTIC INVESTIGATIONS DIVISION.** The Mid-Atlantic Investigations Division, under the supervision of a Divisional Inspector General for Investigations, reports to the Deputy Assistant Inspector General for Investigations. The Mid-Atlantic Investigations Division is headquartered in Arlington, Virginia, and also has branch offices in Philadelphia and Research Triangle Park, N.C. Each of these offices plans, develops, conducts, and evaluates investigations of EPA programs, personnel and activities to identify and report operating conditions which may have actual or potential adverse effects upon the Agency's mission; plans and develops procedures for handling allegations and complaints; and maintains continuing liaison with Federal, State and investigative agencies.
- d. **WESTERN INVESTIGATIONS DIVISION.** The Western Investigations Division, under the supervision of a Divisional Inspector General for Investigations, reports to the Deputy Assistant Inspector General for Investigations. The Western Investigations Division is headquartered in San Francisco, and also has branch offices in Denver and Seattle. Each of these offices plans, develops, conducts, and evaluates investigations of EPA programs, personnel and activities to identify and report operating conditions which may have actual or potential adverse effects upon the Agency's mission; plans and develops procedures for handling allegations and complaints; and maintains continuing liaison with Federal, State and investigative agencies.

OFFICE OF INTERNATIONAL ACTIVITIES (OIA)

OIA ORGANIZATIONAL CHART



OIA FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR INTERNATIONAL ACTIVITIES.** The Office of International Activities (OIA) serves as a focal point and catalyst for the Agency's international activities. Providing leadership and coordination on behalf of the EPA Administrator, OIA works closely with EPA program and regional offices in developing and implementing the Agency's international programs, policies, and strategies. This role ensures that the Agency speaks with one voice on international policy. It mobilizes the vast policy, scientific and technical expertise available at EPA on behalf of environmental objectives *involving other countries* in the most cost-effective way possible. Working closely with other EPA offices and regions, OIA's general responsibilities include: (1) coordination, management and oversight of EPA's cooperative programs with Mexico, Canada, and other priority countries or regions; (2) coordination, management and oversight of cooperative programs with the United Nations and other priority international organizations, including the Organization for Economic Cooperation and Development, the United Nations Environment Program, the United Nations Development Program, the World Bank and other multilateral development banks, the International Maritime Organization, the World Health Organization, the Food and Agriculture Organization, etc.; (3) development and implementation of international technology diffusion and technical assistance policy and programs, including technology promotion and environmental capacity-building programs in key regions of the world; and (4) policy development and program implementation on selected global and/or regional environmental issues (contamination of oceans and polar regions, environment and trade, etc.).

OIA also manages the Agency's international travel and visitors program; operates the database of EPA staff interested in engaging in international work; and, on behalf of the Administrator, serves as the Agency's primary liaison with the Department of State, U.S. Agency for International Development, and other relevant U.S. agencies.

2. **OFFICE OF INTERNATIONAL ENVIRONMENTAL POLICY.** The Office of International Environmental Policy (Policy Office) provides policy and programmatic expertise for environmental, ecological, human health, and media specific issues that are generally multilateral in scope, as well as the institutional knowledge concerning relevant international organizations. The Policy Office focuses on issues, providing OIA with broad knowledge of EPA program and support office strategies, activities and policies, including knowledge of staffing and expertise. The Policy Office provides EPA program and support office with international policy exposure and advice. The Office possesses extensive knowledge of other federal and state agencies, interagency and international organizations, and the history of various agreements and negotiations. The Office leads the Agency participation in various international organizations and develops USG positions vis-a-vis these organizations. Because of the skills and knowledge base provided by this Office, it is expected that the Policy Office will often take a role in the development of effective international environmental policies and agreements aimed at the protection of the global commons and other resources. The Office skills are generally divided among the following two groupings: (1) media-specific and cross-media environmental issues (including biodiversity, forests, desertification, transboundary air transport, atmosphere/climate change, hazardous and solid waste, ocean dumping, coastal and marine contamination, radioactive contaminants, pesticides and toxic substances, trade and environment, environmental justice, international monitoring and assessment, energy, and agriculture); and (2) international organizations (e.g., the United Nations Environment Program, the United Nations Development Program, the Organization for Economic Cooperation and Development, the World Bank, the North Atlantic Treaty Organization, the International Maritime Organization, the Food and Agriculture Organization, the World Health Organization, and the Group of Seven). The Policy Office also serves as OIA's primary liaison with EPA media offices (e.g., OAR, OPPTS, OSWER, and OW).

3. **OFFICE OF MANAGEMENT OPERATIONS.** The Office of Management Operations (OMO) provides expertise in the following areas: budget planning, formulation and execution; human resources and workforce development programs; grant, contract, interagency agreement, and cooperative agreement management and financial tracking; ethics; information resources management; and administrative operations within OIA. OMO provides the principal source of advice and analysis regarding the interrelationships between OIA program activities and overall resource and management strategies. Contracts and grants specialists will facilitate operations by participating as members of project management teams. The Office staff develop guidance and issue procedures on financial administration and management for implementation by OIA Offices, and where

appropriate the Office will provide liaison and coordination with other EPA program offices and other Federal Agencies regarding administrative, budget, human resource, and management issues. The Senior Budget Officer (SBO) for OIA resides in OMO, and as such, provides some AA staffing functions. OMO activities are integrated into overall activities and priorities of the rest of OIA. Skills fall into one of the following general groupings: (1) international travel and visitors (including the International Visitors Program, writing and clearing through the State Department routine EPA travel cables [pending further discussions], Agency passport and visa services, and the tracking and reporting of all international travel; (2) human resources management (including personnel action processing, training and awards, affirmative action reports, application of total quality management principles, and maintenance of database of EPA staff interested in international activities); (3) financial (including acquisitions and assistance management, ethics, financial tracking for OIA programs, working capital fund, budget formulation, program evaluation, FMFIA reviews, projections of spending trends and operating requirements, development of accountability systems, liaison with the Inspector General and General Accounting Office, and Congressional and OMB budget inquiries); (4) operations (including reception, freedom of information act requests and correspondence, records management, personal property management, and facility/space management); and (5) information management (including oversight, purchasing, and maintenance of computers, faxes, printers, and software, strategy for reaching Agency information baseline and beyond, and information security).

4. **OFFICE OF TECHNOLOGY COOPERATION AND ASSISTANCE.** The Office of Technology Cooperation and Assistance (Technology Office) offers policy and programmatic expertise in: (1) the development of environmental institutions and human resource capabilities overseas and (2) international technology transfer programs, with emphasis on the dissemination of appropriate U.S. environmental technologies, expertise, and management techniques and principles. A primary task of the Office is to assist in development of technical products for application overseas. The Technology Office offers programmatic skills in designing and implementing international technical assistance and technology programs, as well as policy expertise in maximizing the effectiveness of these programs. The Technology Office skills are generally divided among the following groupings: (1) training and information transfer (including development and international application of training and information dissemination mechanisms); (2) environmental capacity-building (including establishment of environmental institutions, legislation, regulations, and standards abroad); development of capabilities for monitoring, assessment, enforcement and compliance; use of economic incentives and other market-based instruments; and application of pollution prevention, public participation, risk reduction, voluntary programs, and other U.S. environmental management techniques and principles abroad; (3) technology diffusion (including understanding of technology development and overseas demonstrations, U.S. technology diffusion/export promotion policies and programs, and pollution prevention, control, and remediation technologies on a multi-media as well as medium-by-medium, basis); and (4) financial assistance mechanisms (including the development of financial arrangements in support of EPA technical assistance, understanding of international trade and investment policies and programs as they relate to the environment, and international development assistance and export finance programs).
5. **OFFICE OF WESTERN HEMISPHERE AND BILATERAL AFFAIRS.** The Bilateral Office provides policy and programmatic expertise for environmental and political matters within a number of priority countries and regions where EPA has active programs and/or important relations. The Office is responsible for maintaining current environmental, cultural, political and economic information for use in developing Agency programs and policies in priority countries and regions. This information includes extensive knowledge of specific government organizations, officials in power, political parties, non-governmental organizations, negotiating positions, activities and policies. The Bilateral Office serves as the Agency's primary point of contact with government officials and environmental experts in these countries and regions. For matters related to priority countries and regions, the Office is the Agency's primary liaison with the State Department, USAID, and foreign missions. Priority countries and regional country groupings are covered by the Bilateral Office, with the priority countries receiving the majority of staff time. Office skills are generally divided among the following geographic groupings: (1) Western Hemisphere (including North, Central and South America, as well as the Caribbean); (2) Europe and the Newly Independent States (including Western, Central, and Eastern Europe, and the European Union); and (3) Asia (including East, Southeast, and South Asia), Africa, and the Middle East. *Special emphasis will be placed on EPA's leadership role regarding the U.S./Canada/Mexico trilateral commission for Environmental Cooperation. The office will also give particular attention to the U.S.-Mexico La Paz Agreement and its five annexes, and to the U.S.-Mexico Border Plan.*

April 6, 2001

MEMORANDUM

SUBJECT: One-time Delegation of Authority to Serve as the U.S. Alternate Representative to the Commission for Environmental Cooperation Council Established by the North American Agreement on Environmental Cooperation

TO: Dr. Alan D. Hecht
Office of International Activities

You are hereby delegated authority to serve as the U.S. Alternate Representative to the Commission for Environmental Cooperation (CEC) Council, established by the North American Agreement on Environmental Cooperation.

Authority for this delegation is provided in Article 9:1 of the North American Agreement on Environmental Cooperation between the Government of the United States, the Government of Canada, and the Government of the United Mexican States, which entered into force on January 1, 1994. The statutory authority for the United States Government to participate in the Commission in accordance with the Agreement is provided by the North American Free Trade Implementation Act, 19 U.S.C. §§ 3301 et seq. Authority for EPA to represent the United States Government in Commission activities under the Agreement has been granted to the Administrator by Sections 2(b) and 4 of Executive Order 12915, "Federal Implementation of the North American Agreement on Environmental Cooperation" (May 13, 1994).

This one-time delegation of authority will remain in effect for one year, unless extended or superseded by a subsequent delegation, or until a new Assistant Administrator of the Office of International Activities is appointed and confirmed, whichever occurs first. If you are incapacitated or otherwise unable to exercise this authority, the Principal Deputy Assistant Administrator of the Office of International Activities, or his or her designee, has the authority to serve in your absence. This authority may not be redelegated.

/s/

Christine Todd Whitman

April 11, 2001

MEMORANDUM

SUBJECT: One-time Delegation of Authority to Serve as the EPA Representative to the Board of Directors of the Border Environmental Cooperation Council established by the U.S.-Mexico Agreement Concerning the Establishment of a Border Environment Cooperation Commission and the North American Development Bank

TO: Dr. Alan D. Hecht
Office of International Activities

You are hereby delegated authority to serve as the EPA Representative to the Board of Directors of the Border Environmental Cooperation Council established by the U.S.-Mexico Agreement Concerning the Establishment of a Border Environment Cooperation Commission and the North American Development Bank, for the purpose of engaging in administrative actions, financial decisions, public outreach and other related activities.

Authority for this delegation is provided pursuant to the U.S.-Mexico Agreement Concerning the Establishment of a Border Environment Cooperation Commission and the North American Development Bank and Executive Order 12916.

This one-time delegation of authority will remain in effect for one year, unless extended or superseded by a subsequent delegation, or until a new Assistant Administrator of the Office of International Activities is appointed and confirmed, whichever occurs first. If you are incapacitated or otherwise unable to exercise this authority, the Principal Deputy Assistant Administrator of the Office of International Activities, or his or her designee, has the authority to serve in your absence. This authority may not be redelegated.

/s/

Christine Todd Whitman

December 7, 2000

MEMORANDUM

SUBJECT: One-time Delegation of Authority to Deny or Otherwise Act Upon Petitions to Withdraw or Revoke Federally-Authorized, Delegated, or Approved Environmental Programs in the State of Ohio under the Clean Air Act, Clean Water Act, and Resource Conservation and Recovery Act

TO: Francis X. Lyons
Regional Administrator, Region 5

You are hereby delegated authority to deny or otherwise act upon petitions to withdraw or revoke federally-authorized, delegated, or approved environmental programs in the State of Ohio under the following statutes:

The Clean Air Act, Title V program (42 U.S.C. § 7661a);
The Clean Air Act New Source Performance Standards program (42 U.S.C. § 7411);
The Clean Air Act Prevention of Significant Deterioration and Non-Attainment Area Requirements program, including the New Source Review Requirements program (42 U.S.C. §§ 7470 et seq. and §§ 7501 et seq.);
The Clean Air Act Noncompliance Penalty program (42 U.S.C. § 7420);
The Resource Conservation and Recovery Act Subtitle C program (42 U.S.C. § 6926);
The Resource Conservation and Recovery Act Subtitle D program (42 U.S.C. §§ 6941 - 6949a);
The Federal Water Pollution Control Act NPDES program (33 U.S.C. § 1342); and
The Federal Water Pollution Control Act Wetlands program (33 U.S.C. § 1344).

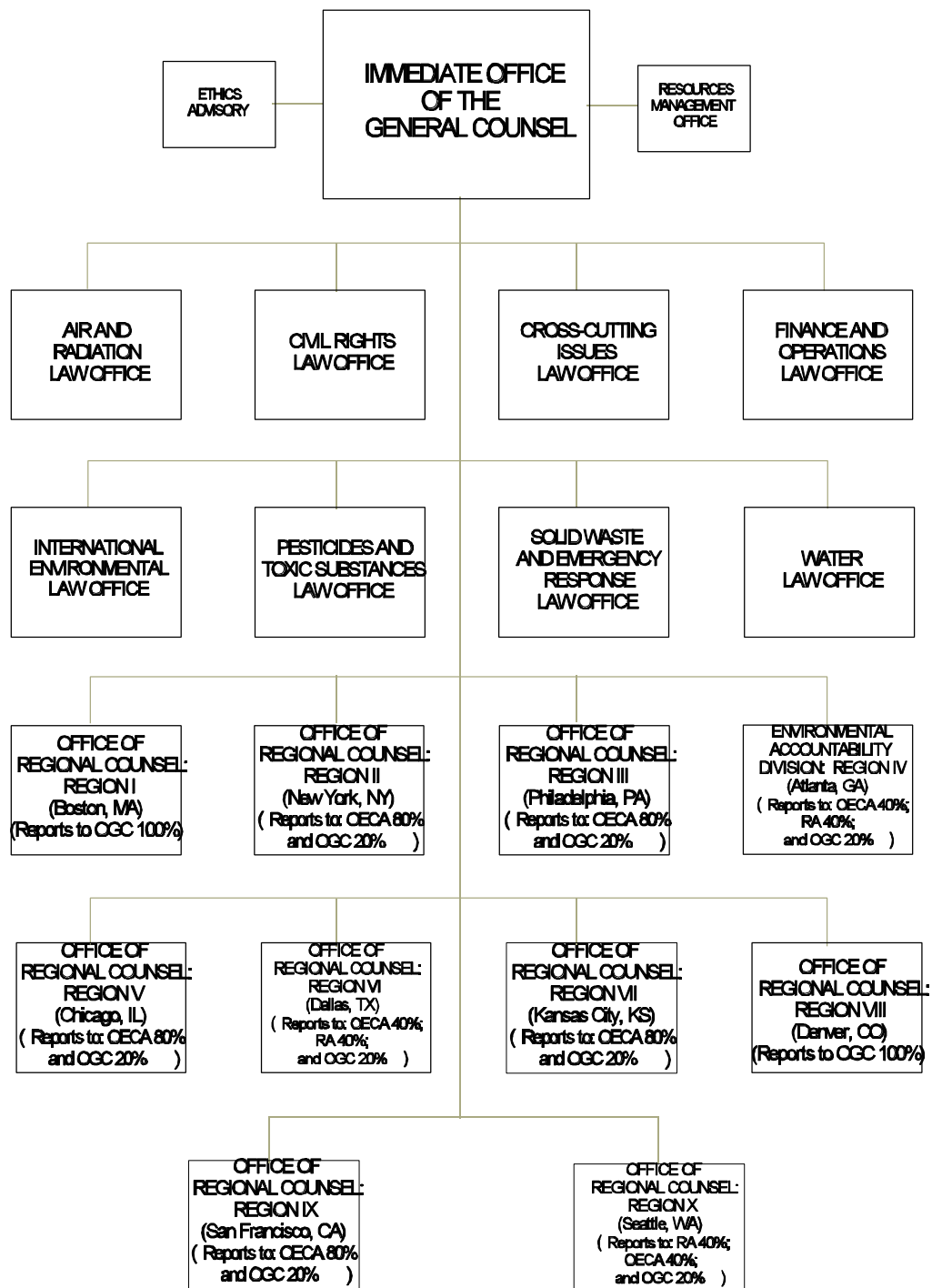
This one-time delegation of authority will remain in effect until June 30, 2001, unless extended or superseded by a subsequent delegation. No determination to withdraw or revoke any aforementioned federally-authorized, delegated or approved State environmental program shall be made without the respective concurrence of the Assistant Administrator for Air and Radiation, Assistant Administrator for Water, Assistant Administrator for Solid Waste and Emergency Response, Assistant Administrator for Enforcement and Compliance Assurance, and the Office of General Counsel. This authority may not be redelegated further.

/s/

Carol M. Browner

OFFICE OF GENERAL COUNSEL (OGC)

OGC ORGANIZATIONAL CHART



OGC FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE GENERAL COUNSEL.** The General Counsel serves as the primary legal advisor to the Administrator; provides legal service to all of the organizational elements of the Agency with respect to all programs and activities of the Agency; provides legal opinions, legal counsel, and litigation support; and assists in the formulation and administration of the Agency's policies and programs as legal advisor. In Regions I, VI, and VIII, the General Counsel and the Regional Administrator will each actively participate in selecting the Regional Counsel. For those regions, the General Counsel will be the final selecting official for the Regional Counsel position. In all other regions, the General Counsel consults in the selection of Regional Counsels with the Assistant Administrator for Enforcement, who has the lead in selecting Regional Counsels. In addition, the General Counsel establishes and evaluates Regional Counsel performance standards for General Counsel functions, pursuant to 40 CFR 1.31, and consistent with the January 8, 1990 written agreement between the Office of General Counsel and the Office of Enforcement. The Principal Deputy General Counsel and Deputy General Counsel assist the General Counsel in carrying out the duties of the Office of General Counsel, including providing for the internal program and financial planning, and human resources administrative operations of the Office of General Counsel.
 - a. **ETHICS ADVISORY.** In light of the unique nature and sensitivity of ethics issues, we envision establishing an Ethics Advisory, under the supervision of the Principal Deputy General Counsel. This staff function provides legal counsel, opinions, litigation support, and other legal services to the Agency on government ethics, standards of conduct, and professional responsibility issues.
 - b. **RESOURCES MANAGEMENT OFFICE.** The Resources Management Office supervises the activities of the staff office and performs legal, management, and administrative duties which the General Counsel prescribes. The Office supports the Assistant Administrators, General Counsel, the Deputy General Counsels, their immediate offices and all other Offices of OGC. The Resources Management Office performs personnel activities in coordination with the Office of Human Resource Management, including attorney classification, hiring, promotion and recruitment activities. The Resources Management Office is responsible for the coordination of all training activities for OGC, including analysis of training needs, development of in-house programs, and management and evaluation of a comprehensive training program. The Resources Management Office is responsible for office space management, including planning for and obtaining, through the Facilities Management Services Division, reasonable and adequate office space for OGC staff. The Resources Management Office plans, prepares, presents, and tracks the execution of the annual national budget of the General Counsel and assists in the preparation of OGC strategic plans; coordinates procurement functions; and ensures compliance with the Federal Managers Financial Integrity Act. The Resources Management Office manages the EPA Law Library and advises senior management on the design, development, and modification of OGC's information systems as well as the Agency's ADP systems used and monitored by OGC.

One of the primary goals of the Resources Management Office will be to bring a new level of support and coordination to OGC's support staff. The Resources Management Office will work in close cooperation with support staff teams in pursuing this goal. The Resources Management Office will be responsible for ensuring that the developmental and professional needs of OGC's administrative and support personnel are met, and for a new, office-wide receptionist system which we will be implementing as a means of ensuring a "live response" option for all outside callers and immediate assistance in answering callers' questions.
2. **AIR AND RADIATION LAW OFFICE.** The Air and Radiation Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support, and services with respect to the Agency's air and radiation programs and activities.
3. **CIVIL RIGHTS LAW OFFICE.** The Civil Rights Law Office, under the supervision of an Associate General Counsel, provides legal counsel, guidance, opinions, litigation support and services with respect to civil rights, special emphasis programs and equal employment opportunity programs and activities.

4. **CROSS-CUTTING ISSUES LAW OFFICE.** The Cross-Cutting Issues Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support to the Office of Policy, Planning and Evaluation, and to all programs and offices of the Agency, and services with respect to the following cross-cutting legal and policy issues: non-monetary ORD and OROSLR issues; cross-cutting intergovernmental matters, including environmental review issues under the National Environmental Policy Act and related statutes, section 309 of the Clean Air Act, the Endangered Species Act and related statutes, Ecosystem Management/Community Environmental Management, Environmental Justice, and the National Historic Preservation Act; constitutional issues involving the law of institutions, Indian law, Executive Order 12630 on takings, the Federal Advisory Committee Act; and issues involving the review authority of the General Counsel and OMB review of rules under Executive Orders 12291, 124978 and related authorities, including the Paperwork Reduction Act (PRA) and the Regulatory Flexibility Act (RFA).

The Office reviews all draft legislation and Executive Orders of cross-media nature, which are submitted to the Agency for review. The Office reports on and tracks court-ordered deadlines and Executive Orders. The Office provides legal and policy advice to the General Counsel regarding cross-cutting issues arising out of the relationship between EPA and the Office of Management and Budget's Office of Information and Regulatory Affairs. The Office is responsible for providing legal advice on cross-cutting issues which are not within the functional scope of responsibility of the other OGC Offices, including the development of OGC's expertise and capacity to address the legal aspects of environmental economics. The Office is also responsible for the development of innovative legal solutions to environmental problems, including the legal aspects of the development and implementation of the Agency's pollution prevention and regulatory reinvention strategies. The Office will identify, analyze and communicate to the General Counsel emerging legal trends that may affect the Agency's programs or overall mission.

The Office serves as the OGC representative to the Regulatory Steering Committee, the Regulatory Policy Council, and Dioxin Task Force. The Office coordinates OGC involvement in the Common Sense Initiatives. The Office acts as OGC's principal liaison with other agencies (other than on media-specific litigation matters involving the Department of Justice) where the subject matter involves issues outside the other OGC Offices' functional scopes of responsibility, or where the issues involve more than one OGC Office, and require a coordinated OGC response. The Office will also be responsible for enhanced regional counsel relations. All of these functions are carried out in close coordination with the other OGC Offices and the Office of Policy, Planning and Evaluation, and do not duplicate or supplant their functional scope of responsibilities.

In addition to the issues listed above, the Office will ensure coordination and coverage of issues that do not fall within the jurisdiction of any one of the current offices and that consequently have often been handled on an *ad hoc* basis by the General Counsel or Deputy General Counsels and their staffs. These issues include cross-cutting legislation, cross-cutting Administration initiatives, cross-cutting science and economic issues, and cross-cutting enforcement issues.

In addition, the new Office will be responsible for training OGC staff with respect to cross-cutting issues and analysis, keeping track of Agency-wide initiatives and program development, identifying and analyzing emerging legal issues and trends relevant to agency programs, reporting and tracking of Supreme Court case, and special projects as requested by the General Counsel or Deputy General Counsels.

5. **FINANCE AND OPERATIONS LAW OFFICE.** The Finance and Operations Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support, and services with respect to the placement and administration of Agency contracts, claims by and against the Agency, the acquisition and management of real and personal property, minority and women's business enterprises programs, making financial assistance awards, information law (under the Freedom of Information Act, the Privacy Act, and other authorities), appropriation law, Federal employment law, labor relations, patent, copyrights, trademark, and domestic transfer, and other general law issues. The Office also provides, through staff located in Cincinnati and Research Triangle Park, comprehensive legal support to Agency organizations located in those cities.

6. **INTERNATIONAL ENVIRONMENTAL LAW OFFICE.** The International Environmental Law Office, under the supervision of an Associate General Counsel, is responsible for providing international legal advice to the Office of International Activities (OIA) and to all programs and offices of the Agency. The Office will draft legal opinions; participate in the drafting and negotiation of international agreements and protocols; provide legal advice on implementing legislation; service bilateral and multilateral agreements and contracts of OIA; provide legal advice on international issues; respond to international legal requests from Congress; prepare international legal testimony; and respond to other requests involving international law. The

Office will provide a focal point within the Agency, and within the Office of General Counsel, for international legal expertise and advice.

7. **PESTICIDES AND TOXIC SUBSTANCES LAW OFFICE.** The Pesticides and Toxic Substances Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support, and services with respect to the Agency's pesticides and toxic substances program and activities.
8. **SOLID WASTE AND EMERGENCY RESPONSE LAW OFFICE.** The Solid Waste and Emergency Response Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support, and services with respect to the Agency's solid waste and emergency response programs and activities.
9. **WATER LAW OFFICE.** The Water Law Office, under the supervision of an Associate General Counsel, provides legal counsel, opinions, litigation support, and services with respect to the Agency's water, drinking water, groundwater, and ocean dumping programs and activities.



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

FEB 24 2015

MEMORANDUM

SUBJECT: Request for Temporary Delegation of Authority to the Chief Information Officer

FROM: Gina McCarthy

A handwritten signature in blue ink, appearing to read "Gina McCarthy", is written over the printed name.

TO: Ann Dunkin, Chief Information Officer
Office of Environmental Information

I hereby grant you temporary delegation of authority in your capacity as the chief information officer for the U.S. Environmental Protection Agency to take all necessary action in performing redelegable functions and duties previously delegated to the assistant administrator for the Office of Environmental Information in the EPA's delegation manual. In the event that another agency official becomes the chief information officer – in a non-acting capacity – before the expiration of this temporary delegation, this temporary delegation continues in effect for the position of chief information officer.

Temporary Delegation of Authority to the Chief Information Officer

1. AUTHORITY.

To take necessary action in performing all functions and duties previously delegated to the OEI assistant administrator in the EPA's delegation manual that could have been redelegated to an OEI subordinate official. The chief information officer is also designated as the responsible official when a limitation in the manual requires that other agency offices or regions consult, coordinate with or obtain the approval or concurrence of delegable authority of the OEI assistant administrator before taking action.

2. TO WHOM DELEGATED.

The chief information officer.

3. LIMITATIONS.

This temporary delegation of authority is limited to the purposes stated above. It does not supersede or alter any previous redelegations of authority made by the OEI chief information officer.

4. REDELEGATION.

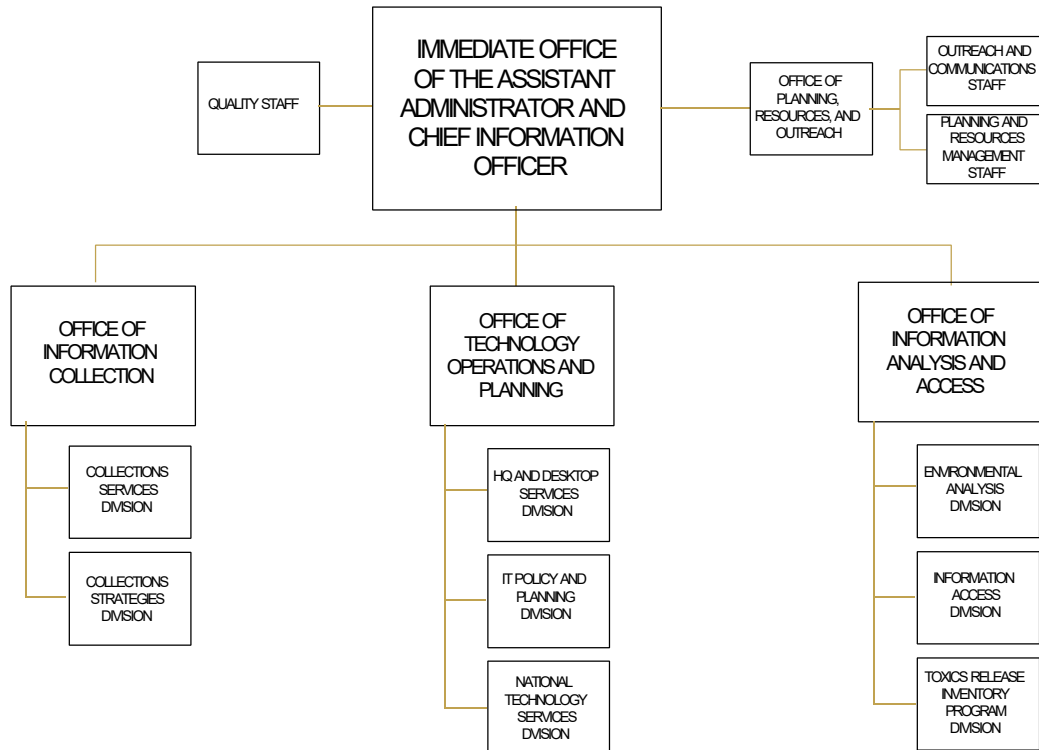
The OEI chief information officer may redelegate these delegated authorities consistent with the agency's delegations manual. Such a redelegation would not divest the OEI chief information officer of the power to exercise that authority, which the chief information officer or I may revoke at any time. An official who redelegates authority does not divest herself or himself of the

power to exercise that authority, and any redelegations can be exercised by management officials within the chain of command to the lowest level of delegated authority.

5. REFERENCES. None.

OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

OEI ORGANIZATIONAL CHART



OEI FUNCTIONAL STATEMENT

IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Assistant Administrator for Information and Chief Information Officer

REPORTS TO Administrator

FUNCTIONS The Office of Environmental Information (OEI) provides supervision and direction to, and serves as the steward for, the Agency's information programs. Specifically, the Assistant Administrator performs the following functions:

- Carry out the responsibilities of the Chief Information Officer, as specified by the Clinger-Cohen Act, the Paperwork Reduction Act, the Computer Security Act, and other applicable statutes and regulations, including Office of Management and Budget (OMB) Circular A-130, and Presidential Directive Document (PDD)-63.
- Serves as the Senior Resource Official (SRO) for the OEI.
- Develop and oversee the implementation of the Agency's information security program.
- Establish an innovative center of excellence that advances the creation, management and use of information as a strategic resource at EPA.
- Develop the Agency's information and data plan to support the business needs of EPA.
- Provide Agency leadership for improving the quality and utility of EPA's data by producing products, services and policies that detect trends, represent best practices, and are responsive to customer needs.
- Provide leadership and management for the Agency's strategic information planning and investment processes.
- Implement and operate the Agency-wide information management program, including collection, information technology and access functions.
- Establish and oversee the implementation of EPA information policy.
- Chair the Quality and Information Council and ensure representation of the OEI on the Council's Information Subcommittees and the Quality Subcommittee.
- Provide leadership and management for the Agency Quality System.
- Approve Agency Quality Management Plans.
- Ensure that OEI cross-cutting programs and initiatives are appropriately and explicitly coordinated Office-wide.
- Establish and enforce Agency information standards.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Serve as Agency Lead for the Environmental Council of the States (ECOS)/EPA Information Management Work Group (IMWG), and as the EPA Co-Chair of the ECOS/EPA IMWG Executive Council.
- Governing statutes, orders, and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The ECOS/EPA Information Management Work Group (IMWG) was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:
 - resolving information issues between states and EPA;
 - learning from each other's efforts and investments; and
 - achieving a shared vision of future environmental information management.
- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.

OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)
IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Office of Planning, Resources, and Outreach

REPORTS TO Assistant Administrator for Information and Chief Information Officer (CIO)

FUNCTIONS The Office of Planning, Resources, and Outreach (OPRO) is responsible for providing the Office of Environmental Information (OEI) central policy, planning, resources management, and administrative services, as well as for serving as OEI's focal point for outreach and communication within OEI, within the Agency, and with external Agency partners, customers, and stakeholders. OPRO performs the following functions:

- Ensures implementation within OEI of all information policies, programs, and procedures, including OEI's Quality Program,
- Serves as OEI's lead for strategic and tactical planning, including the Agency lead for planning under the Government Performance and Results Act (GPRA) goals related to public right-to-know (currently designated as Goal 7 in EPA's Strategic Plan).
- Manages OEI resource programs and activities, including:
 - budget planning, formulation, and execution;
 - contracts, procurement, grants, cooperative agreements, and interagency agreements;
 - human resources and workforce development;
 - financial management, including financial tracking; and
 - information resources management.
- Conducts organizational analyses of, and leads organizational development for, OEI.
- Manages OEI communications programs and activities.
- Manages OEI outreach programs and activities, including coordination with Agency and external partners, customers, stakeholders.
- Serves as the Agency lead for support to the Quality and Information Council, and for coordination of EPA's participation on the Environmental Council of the States/EPA Information Management Working Group (IMWG).
- Provides OEI general office management and administrative services.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive

Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.

- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The Environmental Council of the States (ECOS)/EPA Information Management Work Group was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:
 - resolving information issues between states and EPA;
 - learning from each other's efforts and investments; and
 - achieving a shared vision of future environmental information management.

The Work Group works in parallel with EPA's Quality and Information Council, with several members of the Council also serving on the Executive Council of the IMWG. PROS is responsible for facilitating coordination and communication between the two groups on issues of joint concern.

- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.

OUTREACH AND COMMUNICATIONS STAFF (OCS)
OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)
IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Outreach and Communications Staff

REPORTS TO Director, Office of Planning, Resources, and Outreach

FUNCTIONS The Outreach and Communications Staff is the focal point in the Information Office for communication and coordination, both within the Office and externally, with other EPA organizations and stakeholder groups outside the Agency. OCS performs the following functions:

- Manages and coordinates communications functions in the OEI, including, comprehensive and integrated communications planning in OEI.
- Manages the OEI programs for outreach to Federal/state/tribal/local government partners and stakeholders and ensures that all aspects of their concerns are addressed.
- Develops and implements appropriate mechanisms for reaching out to non-governmental organizations, such as communities, small businesses, environmental organizations and other groups with special outreach needs.
- Directs inquiries from internal and external stakeholders to appropriate contacts in the OEI.
- Communicates the activities of the OEI throughout the Agency.
- Manages OEI processes for handling Freedom of Information Act (FOIA) requests, correspondence, and records management.
- Coordinates the planning, development and review of all OEI print and electronic products intended for the public.
- Addresses stakeholder concerns by developing issue papers for the Assistant Administrator(NPM) and facilitating the resolution of issues.
- Identifies customer service performance expectations, sets performance standards and measures progress.
- Interacts with internal Agency communications and outreach staff, including Office of Communications, Education and Media Relations (OCEMR).
- Works with the OCEMR Press Office to handle press/media queries concerning the Information Office.
- Serves as the OEI liaison to the EPA Headquarters and Regional Offices.
- Coordinates OEI activities with the Regions working through the Lead Region and other Regional contacts as appropriate.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Establishes and maintains close working relationships with a broad range of public and private sector organizations interested in environmental information issues, e.g., environmental justice advocates, organizations representing tribal and local governments, environmental and other public interest groups, grassroots and community groups, trade associations representing industry and small business, and academic institutions.
- Coordinates EPA participation in Environmental Council of the States/EPA Information Management Work Group (IMWG) activities and initiatives.
- Develops and implements appropriate mechanisms for involving state information partners not represented by ECOS.
- Coordinates OEI support to public advisory committees and other informal efforts to gather expert opinion on information issues.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The Environmental Council of the States(ECOS)/EPA Information Management Work Group was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:
 - resolving information issues between states and EPA;
 - learning from each other's efforts and investments; and
 - achieving a shared vision of future environmental information management.

The Work Group works in parallel with EPA's Quality and Information Council, with several members of the Council also serving on the Executive Council of the IMWG. PROS is responsible for facilitating coordination and communication between the two groups on issues of joint concern.

- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.

**PLANNING AND RESOURCES MANAGEMENT STAFF (PRMS)
OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)
IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND THE CHIEF INFORMATION OFFICER
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Planning and Resources Management Staff

REPORTS TO Director, Office of Planning, Resources, and Outreach

FUNCTIONS The Planning and Resources Management Staff (PRMS) provides the Office of Environmental Information (OEI) with centralized policy, planning, administrative, resources management, and personnel and organizational management services. PRMS is responsible for the following functions:

- Manages the OEI Quality Program.
- Ensures that EPA information policies and priorities are clearly and consistently communicated throughout the Agency, including establishment of uniform formatting standards for information policies.
- Serves as the OEI lead for supporting the Quality and Information Council (QIC).
- Carries out the responsibilities of the Assistant Administrator's Indian Program Manager.
- Carries out the responsibilities of the Assistant Administrator's Environmental Justice Coordinator.
- Manages OEI resource programs and activities, including:
 - budget planning, formulation, and execution;
 - contracts, procurement, grants, cooperative agreements, and interagency agreements;
 - human resources and workforce development;
 - financial management, including financial tracking; and
 - information resources management.
- Conducts organizational analyses of, and leads organizational development for, OEI.
- Manages the OEI management integrity and audit management programs.
- Serves as Agency Lead for planning under Government Performance and Results Act (GPRA) goals related to public right-to-know (currently designated as Goal 7 in the EPA Strategic Plan).
- Coordinates long-term strategic planning for the Information Office.
- Represents the Assistant Administrator on Agency planning, management and resource councils and decision forums.
- Identifies, examines and analyzes trends and projected future developments in information policies and strategies; coordinates OEI futures activities, within the office and with other EPA offices.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Oversees international strategic planning for the OEI and liaison with Office of International Activities (OIA).
- Identifies customer service needs, sets annual performance goals for OPRO; measures and reports on progress.
- Conduct personal property and facility/space management.
- Manage the ethics program for the Immediate Office of the Assistant Administrator/CIO, OPRO, and the Quality Staff.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.

QUALITY STAFF (QS)
IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Quality Staff

REPORTS TO Assistant Administrator for Information and Chief Information Officer

FUNCTIONS The Quality Staff oversees implementation of the Agency's overall quality system. Its functions are as follows:

- Develop and oversee the implementation of Agency-wide policy for quality systems for environmental programs.
- Develop the Agency-level Quality Management Plan which defines the relationship and lines of authority for the Headquarters organizations, the Regional Offices, and Agency field offices, and links the Quality System to the Agency Strategic Plan.
- Develop guidance and tools to help improve the quality systems aspects of the Agency's environmental and information programs.
- Develop and oversee implementation of Agency quality systems policies and standards, including the review of Agency Quality Management Plans.
- Conduct annual strategic planning, identify customer service needs, set goals and performance measures for the Agency Quality System and for the Quality Staff, and measure and report on progress.
- Support the Quality Subcommittee.
- Oversee implementation of the Agency-wide policy for peer review of scientific and technical products, consistent with delegation from the AA for Research and Development.
- Ensure that significant QS initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information and with internal and external partners and stakeholders, as appropriate.

- BACKGROUND AND SUPPLEMENTAL INFORMATION**
- Governing statutes, orders and directives include: Federal Managers Financial Integrity Act and EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
 - Consistent with the Agency Directive on quality systems, the Information Office has its own quality system, led by quality assurance managers designated in each organizational unit. The Office Quality Assurance Manager, located in the OPRO, provides overall direction for the Information Office quality system and advises the Assistant Administrator on Office quality issues.

OFFICE OF INFORMATION COLLECTION (OIC)
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Office of Information Collection

REPORTS TO Assistant Administrator for Information and Chief Information Officer

FUNCTIONS The Office of Information Collection (OIC) is the focal point for information collection and the development and implementation of innovative collection policies and approaches for the Agency. OIC sets goals and develops processes to ensure that environmental data and information collection activities are designed up front to generate data that meet established quality requirements. The programs and functions for which the Office has overall responsibility include:

- Serving as the Agency lead for information collection programs;
- Obtaining and managing, on behalf of the Agency, environmental data from third party sources (especially other federal agencies such as the United States Geological Survey, USGS);
- Managing and/or participating in standing coordinating committees (with states, other Federal Agencies, or other countries) that facilitate joint strategic and multi year planning for data acquisition and expediting related technology and information exchange, including coordinating such activities across the Agency, where appropriate;
- Developing and overseeing the implementation of Agency policies concerning cross-cutting information collection issues, such as:
 - S Central receipt of data/information,
 - S Reducing the information collection burden imposed by Agency programs on EPA's partners and stakeholders,
 - S Electronic and non-electronic reporting of data/information, and
 - S Uniform/centralized facility identification;
- Leading the Agency's burden reduction effort, including participation in regulatory development processes to identify opportunities to streamline regulatory burden;
- Managing the Agency's central receiving policies and programs;
- Establishing and leading an Agency-wide program to prevent, detect and correct errors in data/information;
- Implementing an Agency Facility Registry System;
- Managing the Agency's geospatial program;
- Representing EPA in interagency initiatives for data acquisition and sharing;
- Providing technical assistance to Agency programs on survey design and implementation;
- Developing and overseeing the implementation of Agency information protection policies to ensure proper use, release, and analysis of data, including policies for central docket, Freedom

of Information Act (FOIA), confidential business information (CBI), and Privacy Act implementation; and

- Fulfilling the responsibilities of the Agency Records Officer and overseeing the National Records Management Program.

Functions performed by the Immediate Office are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OIC quality system and fulfil the responsibilities of the OIC Quality Assurance Manager.
- Identify, examine and analyze trends and projected future developments in information policies, data collection, and data management policies and techniques; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.
- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OIC initiatives and programs are coordinated with related activities and functions within the OIC and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OIC ethics program.
- Oversee OIC programs for Office and Agency training.
- Support the information subcommittees as required by the Assistant Administrator.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- In 1981 USGS and EPA signed a Memorandum of Understanding (MOU) creating a standing EPA/USGS Interagency Coordinating Committee to coordinate strategic planning and multi year plans in areas of interface, provide for technology transfer and exchange of data, information and research findings of mutual interest, facilitate information exchange, and resolve conflicts between the two agencies. In May 1998 the Acting Director of USGS requested that the Administrator renew and update the 1998 MOU between EPA and USGS creating a standing EPA/USGS Interagency Coordinating Committee. The intent is to establish a senior level forum through which to identify emerging and cross cutting issues of interest to both Agencies as well as coordinating strategic and multi-year planning and better manage the

BACKGROUND AND SUPPLEMENTAL INFORMATION

millions of dollars in MOUs between the two agencies. It is not intended to replace interactions between National Program Offices and USGS on program or research specific issues.

COLLECTION SERVICES DIVISION
OFFICE OF INFORMATION COLLECTION (OIC)
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Collection Services Division

REPORTS TO Director, Office of Information Collection

FUNCTIONS The Collection Services Division addresses Agency issues related to the acquisition of data through manual and electronic reporting, information collection surveys, environmental monitoring, and other means. It is a focal point in the Agency for coordinating with external Agency partners and stakeholders, such as other Federal organizations and the states, and industry, on matters related to data acquisition and sharing and for improving the efficiency and reliability of the Agency's data and information receipt processes.

Programs and functions for which the Division has overall responsibility include:

- Obtaining and managing environmental data from third party sources;
- Managing the Agency's central receiving policies and programs;
- Establishing and leading an Agency-wide program to prevent, detect, and correct errors in data/information; and

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Collection and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

BACKGROUND AND SUPPLEMENTAL • Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results

INFORMATION

Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**CENTRAL RECEIVING BRANCH
COLLECTION SERVICES DIVISION
OFFICE OF INFORMATION COLLECTION
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Central Receiving Branch

REPORTS TO Director, Collection Services Division

FUNCTIONS The Central Receiving Branch is the Agency focal point for policies and programs designed to improve the efficiency of data acquisition through electronic and non-electronic reporting. Functions of the Branch are as follows:

- Design and implement an Agency central receiving system for information that incorporates both existing processes and systems in the Agency, and the current and future needs and directions of Agency programs.
- Develop, implement and manage an Agency-wide program to prevent, detect and correct errors in data/information.
- Design and implement the Agency's electronic reporting program.
- Identify and address needs for non-electronic reporting.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Agency central receiving system, electronic reporting program, and error correction process are long-term Agency objectives intended to streamline the processes by which EPA receives data and ensures its accurate entry into electronic systems. These programs will result in Agency-wide systems and processes with the assumption that EPA's program offices, research laboratories and centers, and the Regional Offices will retain stewardship of the data and systems they hold. Working through the Quality and Information Council and its Information Subcommittees and the Quality Subcommittee, the Central Receiving Branch will ensure that new programs incorporate both existing processes and systems in the Agency, and the current and future needs and directions of Agency programs.

- The Facility Registry System is the Agency's system locator for facility identification and characterization information. The long-term goal of the system is to ensure that facilities are given one unique identification number (in a standard format) for all Agency programs and that descriptive information on individual facilities is accurate, current, and easily accessible.

**DATA ACQUISITION BRANCH
COLLECTION SERVICES DIVISION
OFFICE OF INFORMATION COLLECTION
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Data Acquisition Branch

REPORTS TO Director, Collection Services Division

FUNCTIONS The Data Acquisition Branch is responsible for working with the Agency's partners at the Federal and state levels on data sharing and exchange projects via electronic and non-electronic means. Functions of the Branch are as follows:

- Obtain and manage, on behalf of the Agency, environmental data from third party sources (especially other federal agencies such as the United States Geological Survey, USGS);
- Manage and/or participate in standing coordinating committees (with states, other Federal Agencies, other countries, and non-governmental entities or other organizations) that facilitate joint strategic and multi year planning for data acquisition and expedite related technology and information exchange;
- Work with the states, tribes, and other government organizations to integrate and share data through current and other emerging and innovative approaches.
- Provide strategic direction, guidance and standards, and support for the geospatial program (remote sensing, Geographic Information Systems, spatial enablement of data and information systems, and visualization) within the Agency and oversee their implementation.
- Identify, obtain, and broker data sets with environmentally-relevant information, including non-regulatory data (such as spatial data and "orphan" data sets). Manage EPA Interagency Agreements for data acquisition.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders, and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- Some of the other Federal government organizations that engage in data sharing and exchange activities with EPA include the U.S. Department of Agriculture, the U.S. Forest Service, the United States Geological Survey, the Bureau of Land Management, the National Oceanic and Atmospheric Administration, the U.S. Department of Defense, the National Aeronautics and

Space Administration (e.g., Digital Earth), the Department of the Army Corps of Engineers, and the Border Environment Cooperation Commission.

**COLLECTION STRATEGIES DIVISION
OFFICE OF INFORMATION COLLECTION
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Collection Strategies Division

REPORTS TO Director, Office of Information Collection

FUNCTIONS The Collection Strategies Division is responsible for looking at information needs across the Agency and the information needs of external partners and stakeholders in order to make recommendations for efficient collection strategies.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency information collection policies;
- Developing and overseeing implementation of Agency data standards, including standards for metadata and for environmental monitoring and measurement;
- Working with state partners to develop and implement standards for the Environmental Data Registry (EDR);
- Leading the design and implementation of the EPA Facility Registry System;
- Leading the Agency's burden reduction effort;
- Developing and overseeing the implementation of Agency information protection policies to ensure proper use, release, and analysis of data, including policies for central docket, Freedom of Information Act (FOIA) policies, confidential business information (CBI), and Privacy Act implementation.
- Fulfilling the responsibilities of the Agency Records Officer and overseeing the National Records Management Program.

The functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Collection and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.

- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.
- Develop and oversee the implementation of Freedom of Information Act (FOIA) policies.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**DATA STANDARDS BRANCH
COLLECTION STRATEGIES DIVISION
OFFICE OF INFORMATION COLLECTION
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Data Standards Branch

REPORTS TO Director, Collection Strategies Division

FUNCTIONS The Data Standards Branch is responsible for maintaining a current and comprehensive understanding of the Agency's data architecture, i.e., the "what" and "where" aspects of EPA's data holdings. Functions of the Branch are as follows:

- Develop and oversee the data standards program, including monitoring, measurement, and metadata.
- Develop and oversee the implementation of Agency-wide business rules for new and existing data standards, in concert with the Environmental Council of the States (ECOS).
- In concert with state partners, develop and implement standards for the Environmental Data Registry (EDR).
- Lead the design and implementation of the EPA Facility Registry System.
- Participate in cooperative data standard-setting activities for international environmental information.
- Develop and publish the semi-annual Agency Information Inventory.
- Develop and oversee the implementation of Agency information protection policies, including policies for central docket, confidential business information CBI, and Privacy Act implementation.
- Serve as the Agency Records Officer and oversee the National Records Management Program, including the Agency History Program.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Agency Information Inventory will be a searchable database, available to the public through EPA's website, that provides information about what data is collected in all of EPA's approved

information collections. The vehicle for this inventory of collections will be an upgraded version of EPA's Paperwork Reduction Act Management System (PRAMS).

**INFORMATION STRATEGIES BRANCH
COLLECTION STRATEGIES DIVISION
OFFICE OF INFORMATION COLLECTION
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Information Strategies Branch

REPORTS TO Director, Collection Strategies Division

FUNCTIONS The Information Strategies Branch is responsible for monitoring Agency efforts to reduce burdens placed on EPA's information suppliers and for developing approaches for obtaining data to fill the Agency's data gaps. Branch functions are as follows:

- Develop and oversee the implementation of Agency information collection policies.
- Coordinate and oversee Agency Burden Reduction efforts.
- Manage Agency Information Collection Request (ICR) review process, as required by the Paperwork Reduction Act.
- Lead development of Agency strategy to prioritize and integrate data needs, identify gaps, and fill gaps. Coordinate with the Office of Environmental Information Analysis and Access, in particular, to ensure that gaps in information needed by EPA's partners and stakeholders are addressed.
- Provide economic and statistical support for addressing data gaps, information planning, and information collection policy.
- Provide technical assistance to Agency programs on survey design and implementation.
- Conduct strategic planning for environmental monitoring and measurement.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Office of Technology Operations and Planning

REPORTS TO Assistant Administrator for Information and Chief Information Officer

FUNCTIONS The Office of Technology Operations and Planning (OTOP) is the Agency focal point for policy, management and implementation of EPA's information technology infrastructure, and oversight of Federal and Agency information technology (IT) statutes, Regulations, and Standards, and shall serve as a Center of Excellence for IT functional planning and policies.

The Office has overall responsibility for programs and functions in three major areas, as follows:

Policy and Strategic Planning

- Developing and overseeing the implementation of Agency information technology (IT) policy;
- Conducting Agency IT strategic planning;
- Implementing the Agency's Investment Review Process;
- Carrying out the responsibilities of the Agency Operations Security Officer, under the Computer Security Act, as amended;
- Delegating IT operational functions to other offices consistent with Federal and Agency statutes, regulations, and standards;

Program Oversight and Implementation

- Implementing the Environmental Monitoring for Planning and Community Tracking (EMPACT) program;
- Managing the Agency's Year 2000 effort;
- Providing EPA Working Capital Fund (WCF) services related to information technology;
- Managing and operating the Systems Development Center;
- Establishing and operating an IT Geospatial and Visualization Laboratory;

Managing Agency Hardware and Software

- Supporting all aspects of the Agency's national information systems;
- Managing the Agency's central and national servers and the supercomputers;
- Managing and operating the Agency's national telecommunications system;

- Managing EPA Headquarters Local Area Network (LAN) and electronic mail (EMAIL) capabilities;
- Managing EPA Headquarters Internet, Intranet, and VABS technology capabilities;
- Operating the Washington Information Center (WIC);
- Managing and serving EPA Headquarters (HQ) Desktop computing capability; and
- Manage and provide EPA HQ LAN computing capability.

The functions of the Immediate Office of the Director are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OTOP quality system and fulfil the responsibilities of the OTOP Quality Assurance Manager, including developing and overseeing the implementation of a system for setting customer service performance standards and measures and measuring and reporting on performance.
- Identify, examine and analyze trends and projected future developments in the nature and use of information technology, including hardware, software, telecommunications, systems development, data storage and access technology; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.
- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OTOP initiatives and programs are coordinated with related activities and functions within the OTOP and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OTOP ethics program.
- Oversee OTOP programs for Office and Agency training.
- Support the Quality and Information Council and/or subcommittee(s) as required by the Assistant Administrator.
- Implement the EMPACT Program.
- Manage the Agency's Year 2000 effort, and other special focus IT projects as they arise.
- Serve as overall service manager for IT WCF services, and manage overall IT WCF business office functions.
- Ensure that Assistant Administrator-level or Agency wide issues encountered by the Office are elevated to the appropriate level within the OEI, including the Quality and Information Council.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act,

BACKGROUND AND SUPPLEMENTAL INFORMATION

Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

- Agency "information technology" includes IT hardware, software, and policies.

**NATIONAL TECHNOLOGY SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, National Technology Services Division

REPORTS TO Director, Office of Technology Operations and Planning

FUNCTIONS The National Technology Services Division oversees the Agency's information technology infrastructure. Functions and programs for which the Division has overall responsibility include:

- Providing EPA Working Capital Fund services related to information technology;
- Carrying out the responsibilities of the Agency National Information Technology (IT) Operational Security Officer;
- Managing and operating the Agency's national telecommunications system;
- Developing and supporting the Agency's national information systems, as required by Agency program offices and Agency policies and standards;
- Managing and operating the Systems Development Center;
- Establishing and operating a Geospatial and Visualization Laboratory;
- Managing the Agency's central and national servers and the supercomputers; and
- Ensuring a secure operating environment for all central EPA systems and technology platforms, including fulfilling the responsibilities of the Agency National IT Operations Security Officer.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Assistant Administrator-level or Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities, and provide appropriate support to the OEI in such activities.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**ACQUISITION AND MANAGEMENT BRANCH
NATIONAL TECHNOLOGY SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Acquisition and Management Branch

REPORTS TO Director, National Technology Services Division

FUNCTIONS The Acquisition and Management Branch is responsible for Agency-wide standards related to information technology (IT) hardware, software and telecommunications equipment. Functions of the Branch are as follows:

- Develop and implement performance measures for the Agency's IT infrastructure.
- Provide EPA Working Capital Fund services related to information technology.
- Develop and oversee standards for Agency hardware, software, and telecommunications equipment.
- Manage national contracts for Agency standard IT hardware, software, tele-communications equipment, IT support services, software, and other IT services, for use by Headquarters, the Regions, and field offices.
- Provide consulting services to Agency customers on IT procurement, information systems planning, and technology deployment.
- Promote the development and use of innovative IT tools and systems.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**CLIENT SERVICES BRANCH
NATIONAL TECHNOLOGY SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Client Services Branch

REPORTS TO Director, National Technology Services Division

FUNCTIONS The Client Services Branch provides Agency-wide information technology (IT) services. Functions are as follows:

- Support systems development and maintenance for national systems re-engineering initiatives.
- Manage national systems as requested by Program Offices.
- Develop and oversee policies for systems engineering practices and technologies.
- Manage and operate the Agency's System Development Center (SDC).
- Develop and implement innovative systems design and engineering activities.
- Develop policy and guidance for system life-cycle management.
- Provide client services through the Working Capital Fund.
- Provide customer service for national IT infrastructure customers (e.g, maintain user ID's and password controls, manage lists of users, communicate with users about changes that affect them).
- Establish and operate a Geospatial and Visualization Laboratory.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**NATIONAL TECHNOLOGY OPERATIONS BRANCH
NATIONAL TECHNOLOGY SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, National Technology Operations Branch

REPORTS TO Director, National Technology Services Division

FUNCTIONS The National Technology Operations Branch manages the Agency's significant information technology (IT) systems and servers. Functions of the Branch are as follows:

- Maintain a secure operating environment for all central EPA systems and technology platforms.
- Manage and operate Agency mainframe and supercomputers.
- Manage and operate Agency Internet servers, other central servers, and Agency national servers located in the Regions and field offices.
- Manage and operate national telecommunications (voice, data, video).
- Support scientific computing laboratory technologies.
- Implement security operations for Agency central and national servers and supercomputers.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**HEADQUARTERS AND DESKTOP SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Headquarters and Desktop Services Division

REPORTS TO Director, Office of Technology Operations and Planning

FUNCTIONS The Headquarters and Desktop Services Division is responsible for services and standards for desktop personal computers and other hardware and software for users in EPA's Washington, DC Headquarters (HQ) locations.

Programs and functions for which the Division has overall responsibility include:

- Managing EPA Headquarters Local Area Network (LAN) and electronic mail (EMAIL) capabilities;
- Managing EPA Headquarters Internet, Intranet, and value added backbone services (VABS) capabilities;
- Operating the Washington Information Center (WIC);
- Provide Working Capital Fund (WCF) information technology (IT) services;
- Managing and serving EPA Headquarters Desktop computing capability; and
- Ensuring adequate security measures for all Headquarters LAN, EMAIL, and other Headquarters systems.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.

- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

HEADQUARTERS OPERATIONS BRANCH
HEADQUARTERS AND DESKTOP SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Chief, Headquarters Operations Branch

REPORTS TO Director, Headquarters and Desktop Services Division

FUNCTIONS The Headquarters Operations Branch is responsible for ensuring that users in EPA's Washington, DC Headquarters (HQ) locations have high quality telecommunications, local area network (LAN), and electronic mail (EMAIL) capabilities. Functions of the Branch are as follows:

- Design, manage, and operate Headquarters (HQ) telecommunications, including voice, data, and video.
- Design, manage, and operate HQ local area network (LAN) and HQ wide area network (WAN) infrastructure in the Washington, DC, metropolitan location, and set standards for agency LAN and desktop hardware and software.
- Design, manage, and operate HQ Internet, Intranet, and VABS infrastructure in the Washington, DC, metropolitan location, and set standards for Agency Internet and Intranet infrastructure.
- Design, manage, and operate Headquarters Local Area Networks (LANs).
- Design, manage, and operate the Washington Information Center (WIC).
- Design, manage, and operate Headquarters electronic mail (EMAIL).
- Develop and implement security measures for all Headquarters LAN, E-Mail and other HQ systems; facilitate and oversee the implementation of security measures by Headquarters staff.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123

(Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**HEADQUARTERS CUSTOMER SERVICES BRANCH
HEADQUARTERS AND DESKTOP SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Headquarters Customer Services Branch

REPORTS TO Director, Headquarters and Desktop Services Division

FUNCTIONS The Customer Services Branch ensures that employees in EPA's Washington, DC locations are provided with timely and high quality support services for Local Area Network (LAN) and electronic mail (EMAIL) systems. Functions of the Branch are as follows:

- Operate Help Desk for Headquarters LANs, EMAIL, and national applications for Headquarters users.
- Provide technology training for Headquarters employees.
- Provide telecommunications customer services and technical support for Headquarters employees.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**HEADQUARTERS DESKTOP DEVELOPMENT BRANCH
HEADQUARTERS AND DESKTOP SERVICES DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Headquarters Desktop Development Branch

REPORTS TO Director, Headquarters and Desktop Services Division

FUNCTIONS The Headquarters Desktop Development Branch sets appropriate standards, operating procedure, and provides the delegations and guidance necessary to ensure that Agency employees are provided with effective and efficient modern tools for desktop personal computer (PC) use, for programmatic and administrative applications. Functions of the Branch are as follows:

- Develop, operate and manage the Agency's Administrative desktop systems and Headquarters National Administrative Systems.
- Develop desktop systems for local uses using appropriate technologies such as Lotus Notes.
- Provide enhancement, operational, and management support for desktop and local systems using appropriate tools such as Lotus Notes.
- Evaluate and recommend technology enhancements for Headquarters desktop computing environment.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Information Technology Policy and Planning Division

REPORTS TO Director, Office of Technology Operations and Planning

FUNCTIONS The Information Technology Policy and Planning Division is the Agency focal point for information technology (IT) and systems planning. Its responsibilities include implementing Agency compliance with the Clinger-Cohen Act and the Computer Security Act, serving as liaison to other Federal agencies for IT planning and performance, and performing a variety of policy and strategic planning functions related to statutory and other requirements.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency IT policy;
- Developing the Agency's technology architecture and standards;
- Developing policies and guidance for the Agency's Information Security Program;
- Providing Working Capital Fund (WCF) IT services;
- Conducting Agency IT strategic planning; and
- Implementing the Agency's Investment Review Process.

Specific functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

POLICY AND GUIDANCE BRANCH
INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Chief, Policy and Guidance Branch

REPORTS TO Director, Information Technology Policy and Planning Division

FUNCTIONS The Policy and Guidance Branch is the Agency focal point for developing and overseeing the implementation of Agency information technology (IT) policy and coordinates IT planning activities for EPA. Specific functions of the Branch are as follows:

- Develop and oversee the implementation of Agency IT policy, including application of appropriate QA measures.
 - Coordinate IT policy development within EPA.
 - Develop policies and guidance for the Agency IT investment process consistent with the Clinger-Cohen Act and other applicable laws and directives.
 - Serves as liaison to EPA program offices and Regions, states, local governments, and tribes, and to other Federal agencies, on issues related to IT policy and guidance.
 - Coordinate establishment of Agency IT delegations and appropriate redelegations, as required by the Assistant Administrator(NPM).
 - Develop policies and guidance for the Agency's Information Security Program under the Computer Security Policy Act and coordinate with the National Institute of Standards and Technology (NIST),Federal Bureau of Investigation (FBI), and National Security Agency (NSA), and other Federal agencies.
 - Provide security planning and implementation consulting services to Agency customers.
 - Manage the Agency's overall IT security program and serve as Agency IT Security Program Manager.
 - Ensure compliance of Agency technology systems with the Paperwork Reduction Act.
 - Conduct Office of Management and Budget (OMB) reporting regarding technology in the Agency.
 - Inform the Agency IT strategic planning process by working with the IT Strategic Planning Branch to ensure that emerging IT needs are incorporated into the Agency's assessments and technology decisions.
- BACKGROUND AND SUPPLEMENTAL INFORMATION**
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal

Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**INFORMATION TECHNOLOGY STRATEGIC PLANNING BRANCH
INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Information Technology Strategic Planning Branch

REPORTS TO Director, Information Technology Policy and Planning Division

FUNCTIONS The Information Technology Strategic Planning Branch is the Agency focal point for evaluating Agency-wide systems and assisting Agency components with organizational information technology (IT) planning. Specific functions of the Branch are as follows:

- Develop Agency IT plans, special reviews, reports, and analyses of IT planning, budgeting and performance measurement issues.
- Assist EPA program and regional offices and stakeholders in developing IT plans.
- Develop and operate a program of IT performance measures for the Agency.
- Coordinate IT reviews and evaluations to ensure mission effectiveness and compliance with Federal IT requirements.
- Coordinate, document, and review Agency IT plans; analyze for consistency with Agency directions, architectural consistency, and integration with other Agency plans.
- Conduct risk assessments for Agency-wide systems.
- Conduct long-term IT strategic planning for the Agency.
- Implement IT investment review for the Agency.
- Perform systems and technology architectural planning for the Agency and develop a common vision for IT and Agency knowledge systems.
- Coordinate IT systems modernization plans and investment priorities Agency-wide.
- Design, manage, and oversee implementation of sound Business Case-oriented planning in the development of program systems and applications.
- Provide consulting services to program offices in the development of sound IT investment plans (i.e. Business Case development) to assess the costs, benefits, and risks of specific IT projects.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy

Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CF

**OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Office of Information Analysis And Access

REPORTS TO Assistant Administrator for Information and Chief Information Officer

FUNCTIONS The Office of Information Analysis and Access (OIAA) is responsible for the development and implementation of policies for improving public access to environmental information. It serves as the Agency focal point for issues related to information access.

Programs and functions for which the Office has overall responsibility include:

- Developing and overseeing the implementation of Agency policies regarding public Right to Know;
- Developing and overseeing policies for proper use, release, analysis/interpretation, and retention of Agency data on internet web sites;
- Developing and overseeing policies for proper posting, maintaining and periodic updating of data on Agency Web sites;
- Managing a centralized Information Service Center;
- Developing and maintaining Agency electronic access systems such as ENVIROFACTS, Enviromapper and Surf Your Watershed (or successor system), and the Agency internet web site;
- Implementing the Enhanced Public Access system for access to Agency interpretive policies and guidance;
- Ensuring that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers;
- Managing the national Library Network, including establishing central library policy, and supporting the Online Library System;
- Developing and overseeing the implementation of Agency policy on integration and analysis of environmental data, especially multi-media analysis; and
- Implementing the Toxics Release Inventory Program under the Emergency Planning and Community Right to Know Act of 1986 and the Pollution Prevention Act of 1990.

Functions of the Immediate Office of the Director are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OIAA quality system and fulfil the responsibilities of the OIAA Quality Assurance Manager.

- Identify, examine and analyze trends and projected future developments in information analysis, dissemination techniques and access strategies; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.
- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OIAA initiatives and programs are coordinated with related activities and functions within the OIAA and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OIAA ethics program.
- Oversee OIAA programs for Office and Agency training.
- Support the information subcommittees as required by the Assistant Administrator.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

BACKGROUND AND SUPPLEMENTAL INFORMATION

**INFORMATION ACCESS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Information Access Division

REPORTS TO Director, Office of Information Analysis and Access

FUNCTIONS The Information Access Division is the Agency focal point for improving access to EPA's information resources for external and internal users. Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency policies regarding public Right to Know;
- Developing and overseeing policies for proper use, release, analysis/interpretation, and retention of Agency data on internet web sites;
- Developing and overseeing policies for proper posting and maintenance of data on Agency Web and Intranet sites;
- Managing a centralized Information Service Center;
- Developing and managing Agency electronic access systems such as ENVIROFACTS, Enviromapper, Surf Your Watershed (or successor system), and the Agency Internet site;
- Implementing the Enhanced Public Access system for access to Agency interpretive policies and guidance;
- Ensuring that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers; and
- Managing the national Library Network, including establishing central library policy, and supporting the Online Library System.

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Information Analysis and Access and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.

- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**POLICY AND PROGRAM MANAGEMENT BRANCH
INFORMATION ACCESS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Policy and Program Management Branch

REPORTS TO Director, Information Access Division

FUNCTIONS The Policy and Program Management Branch is the Agency focal point for policies regarding Right to Know and respectful use of environmental data and information. Functions of the Branch are as follows:

- Work with stakeholders to design and implement the Agency's portal for public access to environmental data.
- Develop and implement policies with data owners to ensure proper use, release, analyses/interpretation, and retention of data on Internet web site and via non-electronic means, based on data quality characteristics and other factors that affect data reliability and comparability.
- Set and oversee EPA Right-to-Know policy, guidelines, and strategies.
- Encourage effective integration of public access concerns and public involvement in all relevant Agency activities.
- Develop innovative approaches for improving Agency public access, including non-electronic alternatives for those who don't have access to computers.
- Ensure that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers.
- Identify stakeholder and public needs and preferences for accessing environmental data. Develop and implement Agency policy for data dissemination.
- Set Agency performance standards for improving public access to information; define performance measures; and measure and report on performance.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**INFORMATION SERVICES BRANCH
INFORMATION SERVICES AND ACCESS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Information Services Branch

REPORTS TO Director, Information Access Division

FUNCTIONS The Information Services Branch is responsible for providing access services to internal and external users of the Agency's data and information. The Branch's functions are as follows:

- Maintain a centralized Information Service Center that includes (1) a hotline, (2) a national public telephone and information number, (3) national clearinghouse, and (4) website geared to the general public.
- Serve as a direct link to EPA partners and stakeholders to provide access to EPA's information holdings and advice on analysis and interpretation of EPA information.
- Develop and distribute information and outreach materials related to activities in the Information Office.
- Provide docket support to the Toxics Release Inventory (TRI) Program.
- Promote and market EPA's information resources, in cooperation with OCEMR and the program offices.
- Maintain and operate systems that provide the public with electronic access to environmental data (e.g., EPA home page, ENVIROFACTS, Enviromapper, and Surf Your Watershed - or successor system).
- Develop and implement policy for establishing, maintaining, and purging Agency web pages.
- Integrate content and function of EPA electronic access systems to extent possible(e.g., Surf Your Watershed, etc.).
- Manage an information partnership program to assist customers in accessing and using EPA information.
- Provide electronic access to all key EPA interpretive policies and guidance (Enhanced Public Access).
- Manage the national Library Network, including establishment of central library policy, and support the Online Library System, including providing access to the Government Information Locator System (GILS).
- Provide access to international library resources and promote the international exchange of information products, including participation in INFOTERRA.

BACKGROUND AND • Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction

**SUPPLEMENTAL
INFORMATION**

Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**ENVIRONMENTAL ANALYSIS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Director, Environmental Analysis Division

REPORTS TO Director, Office of Information Analysis and Access

FUNCTIONS The Environmental Analysis Division is responsible for providing Agency leadership in multi-media analysis and presentation of environmental data and information, including statistical analysis and tools.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency policies on information access issues; and
- Developing and overseeing the implementation of Agency policy on integration and analysis of environmental data, especially multi-media analysis and assessments of environmental quality, status and trends.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Access and Analysis and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act,

Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**ANALYTICAL PRODUCTS BRANCH
ENVIRONMENTAL ANALYSIS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Analytical Products Branch

REPORTS TO Director, Environmental Analysis Division

FUNCTIONS The Analytical Products Branch is responsible for establishing policies for integrated environmental analysis. Functions of the Branch are as follows:

- Develop and implement Agency-wide policy on integration and analysis of environmental data. Oversee implementation of the policy Agency-wide.
- Assess environmental data from EPA and other sources to determine suitability for different uses by EPA programs and public audiences.
- Develop and implement strategies to improve quality of environmental information provided to public and stakeholders. Oversee implementation of the strategies Agency-wide.
- Develop and implement policies on proper use of data in analyses. Oversee implementation of the policies Agency-wide.
- Develop multi-media analyses of environmental issues and materials on environmental quality, status and trends.
- Develop multi-media analyses of facility performance in response to community/public interests.
- Develop analyses and reports on environmental status and trends to support Government Performance and Results Act (GPRA) functions.
- Develop specialized analyses using integrated data bases, as required.

BACKGROUND AND SUPPLEMENTAL INFORMATION • Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**ANALYTICAL SUPPORT BRANCH
ENVIRONMENTAL ANALYSIS DIVISION
OFFICE OF INFORMATION ANALYSIS AND ACCESS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)**

ORGANIZATIONAL HEAD Chief, Analytical Support Branch

REPORTS TO Director, Environmental Analysis Division

FUNCTIONS The Analytical Support Branch functions are as follows:

- Provide toxicology, chemistry, and environmental fate and transport expertise to support the Toxics Release Inventory (TRI) program, multi-media analyses and other OEI activities.
- Represent OEI concerns in Agency-wide activities related to development and application of computer models.
- Provide economic analysis expertise to support the TRI program and other OEI activities. Conduct economic and regulatory impact analyses to support TRI regulatory actions.
- Develop and implement Agency statistical policy and serve as the Agency focal point for technical expertise in statistics.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

TOXICS RELEASE INVENTORY (TRI) PROGRAM DIVISION
OFFICE OF INFORMATION ACCESS AND ANALYSIS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Director, Toxics Release Inventory Program Division

REPORTS TO Director, Office of Information Analysis and Access

FUNCTIONS The Toxics Release Inventory (TRI) Program Division has overall responsibility for implementing the Toxic Release Inventory (TRI) program under the Emergency Planning and Community Right to Know Act of 1986 and the Pollution Prevention Act of 1990.

Functions for which the Division has overall responsibility include:

- Overseeing TRI data receipt and handling;
- Developing Federal regulations necessary to implement the TRI program;
- Reviewing and acting on petitions for changes to the list of chemicals for TRI chemical reporting; and
- Overseeing TRI Right to Know activities.
- Promoting international pollutant registry/TRI-like activities.

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Access and Analysis of the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives, and ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

BACKGROUND AND SUPPLEMENTAL INFORMATION • Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act,

Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

TOXICS RELEASE INVENTORY (TRI) INFORMATION AND OUTREACH BRANCH
TOXICS RELEASE INVENTORY PROGRAM DIVISION
OFFICE OF INFORMATION ACCESS AND ANALYSIS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Chief, Toxics Release Inventory Information and Outreach Branch

REPORTS TO Director, Toxics Release Inventory Program Division

FUNCTIONS The Toxics Release Inventory (TRI) Information and Outreach Branch receives and processes TRI data, conducts quality control activities to ensure the reliability of the data and conducts outreach aspects of the TRI program. Functions of the Branch are as follows:

- Conduct TRI data management activities, including electronic submission of data; data processing; and error correction.
- Conduct public outreach for the TRI program.
- Develop information tools for the TRI program.
- Conduct TRI data analysis on behalf of the Agency and the public.
- Manage the trade secrecy review process for TRI trade secrets claims.

BACKGROUND AND SUPPLEMENTAL INFORMATION

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

TOXICS RELEASE INVENTORY (TRI) REGULATORY DEVELOPMENT BRANCH
TOXICS RELEASE INVENTORY PROGRAM DIVISION
OFFICE OF INFORMATION ACCESS AND ANALYSIS
OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

ORGANIZATIONAL HEAD Chief, Toxics Release Inventory Regulatory Development Branch

REPORTS TO Director, Toxics Release Inventory Program Division

FUNCTIONS The Toxics Release Inventory (TRI) Regulatory Development Branch develops all regulations and guidance needed to implement the TRI program. Functions of the Branch are as follows:

- Develop regulations and technical guidance to implement the TRI program.
- Develop regulatory compliance guidance for TRI.
- Prepare the annual public release of TRI data.
- Receive, review, and analyze petitions for exclusions or additions of chemical substances to the TRI list for chemical reporting. Recommend regulatory actions as appropriate.
- Provide technical assistance and guidance to the EPA Regions, the states and the regulated community.
- Implement and oversee TRI Right to Know activities.
- Promote international pollutant registry/TRI-like activities.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 12 2016

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Temporary Delegation to Make Determinations on Mission Critical Work
Performed by the Protection Services Detail

FROM: Gina McCarthy

A handwritten signature in black ink, appearing to read "Gina McCarthy", written over the printed name.

TO: Cynthia Giles, Assistant Administrator

Pursuant to 5 U.S.C. § 5547, and 5 C.F.R. § 550.106, I hereby delegate to you the authority to make determinations as to whether the work performed by the Protection Services Detail (PSD) is critical to the mission of the agency, and thereby permit the lifting of the bi-weekly maximum earnings limitation for such staff.

You may re-delegate this authority to your Principal Deputy Assistant Administrator, but no further. By re-delegating this authority you do not divest yourself of the power to exercise the authority, and you may revoke such re-delegation at any time.

This temporary delegation of authority will remain in effect until November 30, 2016, unless it is extended or superseded by a subsequent delegation.

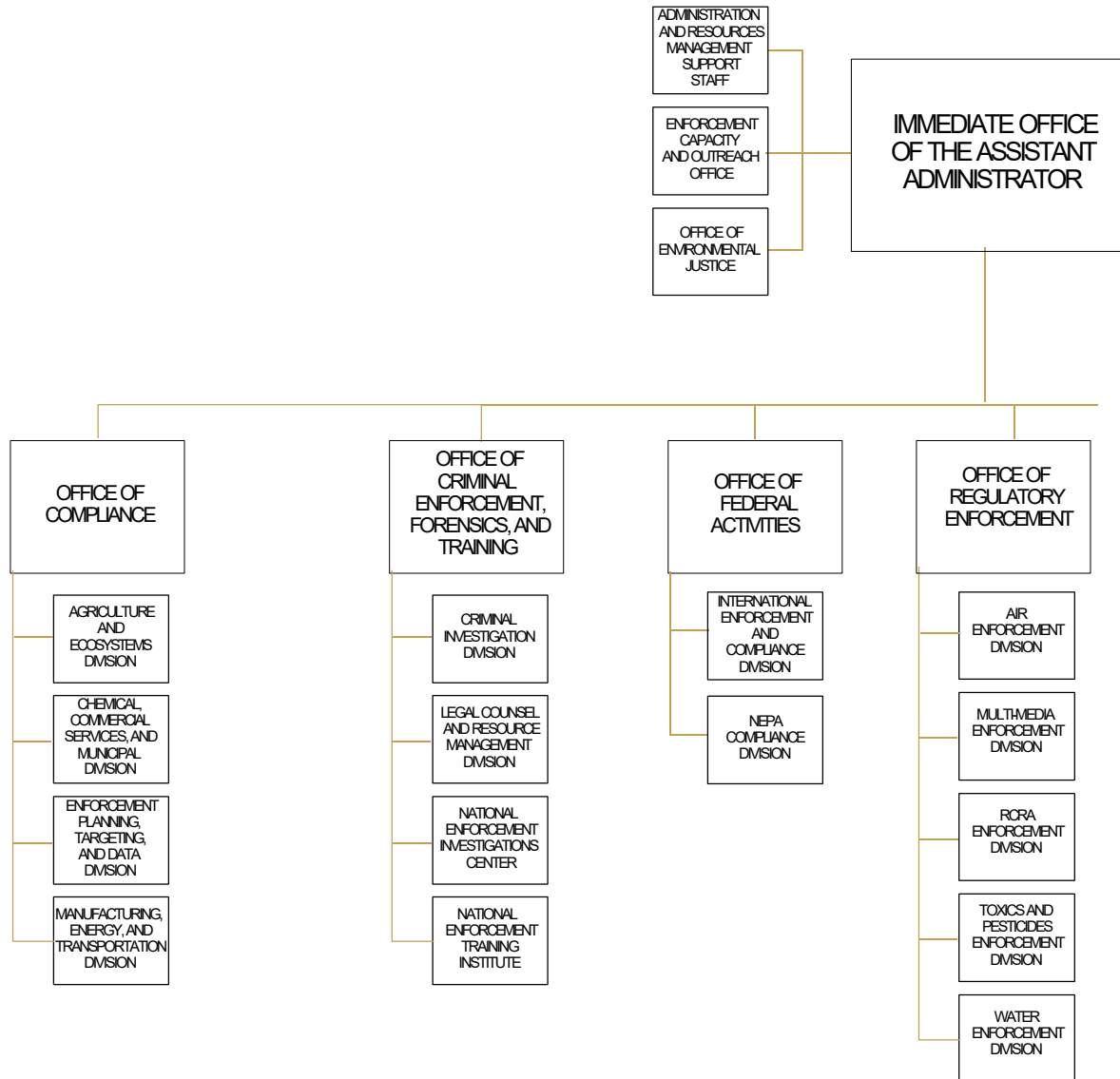
cc: Chief of Staff
Assistant Administrator, OARM

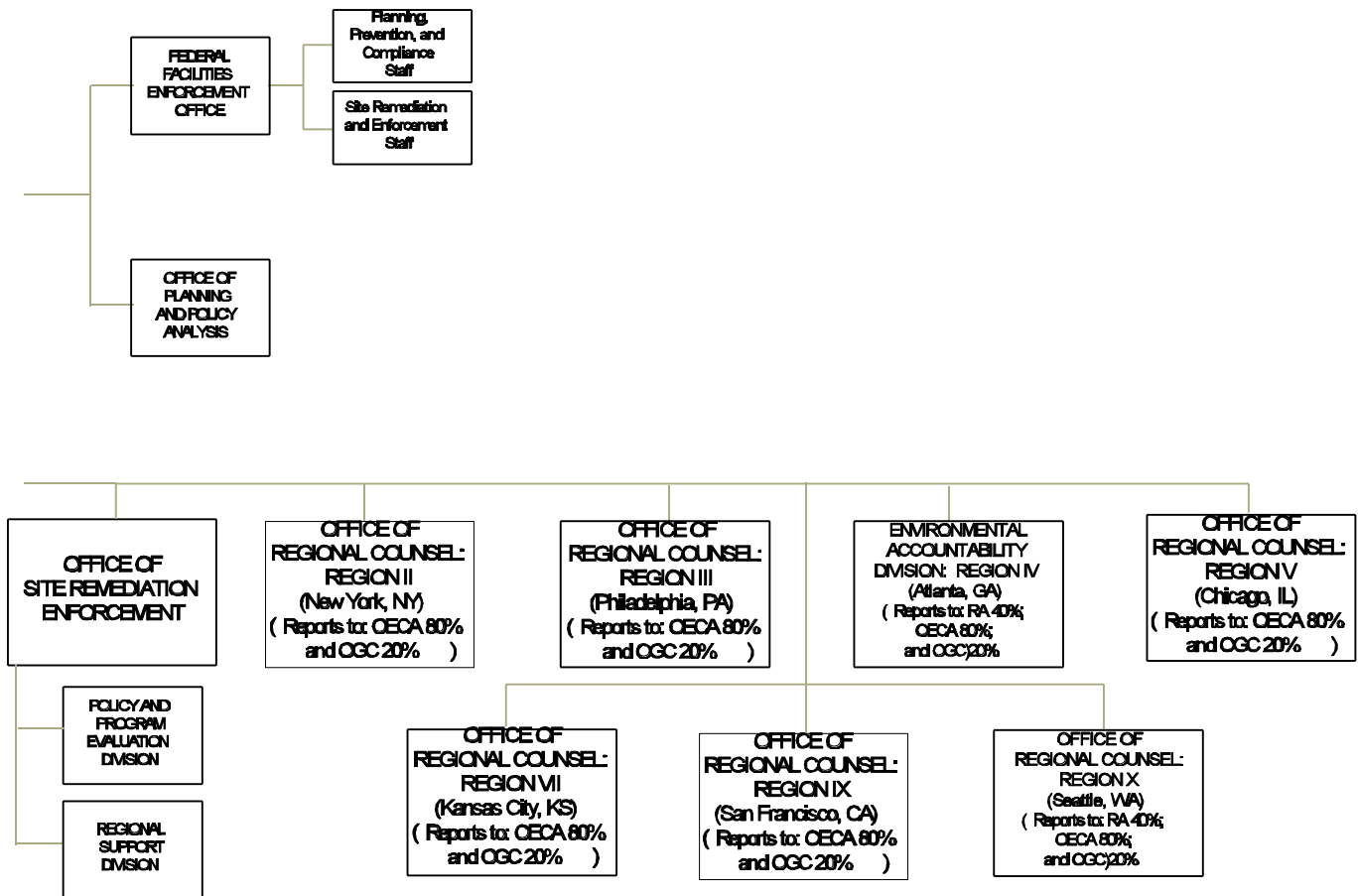


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OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE (OECA)

OECA ORGANIZATIONAL CHART





OECA FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR ENFORCEMENT AND COMPLIANCE ASSURANCE.** The Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA) serves as the National Program Manager for the Agency's enforcement and compliance assurance effort. As such, the AA/OECA is the principal advisor to the Administrator on matters concerning enforcement and compliance assurance, and provides the direction and review of all administrative, civil and criminal enforcement and compliance monitoring and assurance activities. Through the Strategically Targeted Activity Reporting System (STARS), the AA/OECA monitors the efforts of each Regional Administrator to assure that EPA develops and conducts a strong and consistent enforcement and compliance assurance program.

OECA manages a national criminal enforcement program, as well as regulatory, site remediation, and federal facilities enforcement and compliance assurance programs. OECA manages both administrative and judicial activities in the enforcement and compliance programs, as well as provides case preparation and investigative expertise for enforcement activities, through the National Enforcement Investigations Center (NEIC), to Headquarters, Regions, and States. OECA is responsible for enforcement and compliance strategic planning, establishing targets and expectations for inspections and case development, and for developing enforcement and compliance guidance for state grants. OECA oversees the National Enforcement Training Institute (NETI), which directs the development of a curriculum that addresses the training needs of all members of the enforcement and compliance team (i.e., investigators, inspectors, regulators, prosecutors and all necessary support personnel).

OECA is also responsible for presenting compliance reports to the Administrator/Deputy Administrator as part of the Strategic Targeted Activities Reporting System (STARS) presentations; conducting necessary evaluations of accomplishments to assure integrity of the system and correct inadequate performance; developing national policies and procedures in connection with legal and other general enforcement and compliance assurance issues; representing the Agency in explaining EPA, enforcement and compliance assurance activities to the Congress, other executive agencies, and the public; and managing the Agency's criminal, administrative and judicial enforcement case dockets to encourage the Regions and the Department of Justice (DOJ) to actively develop and resolve enforcement cases in a manner supporting national policy.

OECA selects, on a national basis for upper management attention, those cases which would be most advantageous to the Agency as precedents in newly-developing areas of the law, and also reviews for quality and sufficiency of legal and factual development, those cases which present national or precedential issues. OECA also participates in, or directs management of, cases with national or precedential significance; reviews for enforcement significance and comments upon proposed regulations, policies, procedures, legislation and other matters developed by the program offices; and reviews and comments upon various program office activities related to enforcement and compliance assurance efforts of the Agency and States with delegated or authorized programs, including significant or precedential administrative orders prior to issuance, State applications for authorization to administer and enforce programs under the various statutes and reports from those States or compliance activities. OECA consults with OGC on matters of first impression regarding the interpretation of EPA's legal authorities.

The AA/OECA has the lead in selecting Regional Counsels and their staffs (in full consultation with the General Counsel, and with the concurrence of the Regional Administrator). In addition, the Assistant Administrator for Enforcement and Compliance Assurance develops performance standards for the Regional Counsels and conducts the performance evaluations of the Regional Counsels (in consultation with the General Counsel and with the concurrence of the Regional Administrator), except for those performance standards developed by the General Counsel pursuant to 40 CFR 1.31, and consistent with the January 8, 1990 written agreement between the Assistant Administrator for Enforcement and the General Counsel. In addition, the AA/OECA has the lead in establishing rating and promotional criteria for Regional Counsel attorney-advisors.

OECA also oversees and directs the review of other agency Environmental Impact Statements (EISs) as well as other major actions under the authority of Section 309 of the Clean Air Act; oversees and directs EPA compliance with the National Environmental Policy Act (NEPA) and related laws, directives and executive policies concerning special environmental areas and cultural resource; develops national programs and internal policies, strategies and procedures for assuring compliance by Federal entities with all environmental statutes and implementing regulations; develops and oversees procedures for implementing Executive Order 12088 and other administrative and statutory provisions concerning compliance with environmental requirements by Federal facilities; develops and maintains a national priority-setting system for achieving federal

facility cleanups and compliance with all other environmental laws; and handles disputes that arise with other federal entities over national policy, legislation and priorities.

There are several categories of OECA activities that warrant senior-level management direction and oversight from two OECA Deputy Assistant Administrators (DAAs). These categories include, but are not necessarily limited to, the following: enforcement case development and management; compliance and enforcement policy; statutory and regulatory development; national strategic planning; analysis and targeting of industrial sectors; compliance assistance; integration and management of enforcement data; development of success measures; resource management; liaison and coordination with media programs, regions, and states; international issues and activities; federal facilities enforcement; and environmental justice initiatives.

For each of these categories, one DAA will be designated as the primary or lead person and the other DAA will be designated as the secondary or support person. By using these designations, the DAAs will have a "shared portfolio" which will: 1) ensure proper attentiveness to interdisciplinary activities and single-media and cross-program objectives; and 2) create clear reporting lines and accountability within OECA. In addition, one of the DAAs will be designated as the primary program liaison contact with the AA/OAR and the AA/OW, and the other DAA will serve as the primary liaison contact with the AA/OPPTS and the AA/OSWER.

OECA incorporates risk reduction, environmental equity and pollution prevention techniques consistent with Agency priorities within its program management responsibilities.

- a. **ADMINISTRATION AND RESOURCES MANAGEMENT SUPPORT STAFF.** The Administration and Resource Management Support (ARMS) Staff, under supervision of a Staff Director, is responsible for providing the AA/OECA's Immediate Office with the full range of necessary administrative support services, including budget, contracts, grants, administrative, as well as correspondence control and records management. ARMS is responsible for providing direct information management support to each of OECA's program offices, including those SIRMO functions related to maintenance of and upgrades to OECA's program offices, the maintenance of and upgrades to OECA's PC/LAN management system, and the coordination of the provision of related OECA training and policy development.

ARMS is also responsible for providing guidance to and coordinating with the administrative management support staffs within each of OECA's program offices on these various Agency and OECA administrative management support activities. The OECA program offices' management support staffs are directly responsible for providing day-to-day management support to their respective OECA program office. In the budget area, ARMS provides coordination and guidance in the development of OECA's annual request for resources, annual planning and operating budgets for all OECA appropriations, and workload analyses and models for resource estimation and distribution. In the contracts and grants management area, ARMS manages OECA-wide mission contracts, as well as provides coordination and guidance on Agency and OECA grants and contracts management policy issues to OECA program offices.

In the administrative management area, ARMS provides coordination and guidance to OECA's program offices on Agency and OECA-wide policy issues related to personnel management, space and property management, organizational controls, and related training. The administrative management support staffs within each of OECA's program offices are directly responsible for providing day-to-day management support to their respective OECA program office. ARMS reviews all internal OECA reorganization and delegation of authority proposals for consistency with Agency and OECA requirements and objectives, and ARMS also coordinates OECA's review of all Agency Green order review proposals developed outside of OECA.

ARMS is also responsible for maintaining the AA/OECA's Correspondence Control Unit (CCU), which includes controlling all correspondence which is either addressed to the AA or DAA/OECA, or for correspondence for which a response from the AA or DAA/OECA has been determined to be necessary. Each OECA program office is responsible for establishing and maintaining a correspondence control system for all OECA correspondence which has been assigned to that office for response. ARMS also conducts evaluations which are designed to improve the planning and implementation of OECA's administrative policies, procedures and programs.

- b. **ENFORCEMENT CAPACITY AND OUTREACH OFFICE.** The Enforcement Capacity and Outreach Office, under the supervision of a Director, reports to the Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA). ECOO coordinates OECA's press, communications, and public outreach efforts and serves as its liaison with the EPA and Department of Justice public affairs offices. ECOO also has responsibility for developing and implementing outreach strategies and processes for assuring that external groups, including federal, state, local and tribal governments, Congress, the media, environmental groups, environmental justice groups and the general public, are aware of and understand EPA enforcement and compliance efforts. ECOO also drafts public outreach materials, including articles and columns, to reach these external groups. ECOO organizes and maintains OECA's homepage on the EPA site on the World Wide Web. ECOO also manages OECA's Enforcement and Compliance Docket and Information Center (ECDIC), a resource that the public can use to view the Agency's enforcement and compliance assurance regulations, policy and guidance, and related documents via hard copy or on microfilm. ECOO serves as the SeOIr Indian Program manager for OECA. In this capacity, ECOO is the liaison to the American Indian Program Office (AIEO) and the Tribal Operations Committee (TOC), informing those groups about the Agency's enforcement and compliance assurance activities that affect Tribal governments. ECOO also chairs OECA's Tribal Coordinating Committee (TCC), a workgroup that meets regularly to discuss technical and policy issues which relate to enforcement and compliance assistance on and near Tribal lands. ECOO also is managing the development of the OECA Tribal Strategy, which will identify priority activities that OECA will work on over the next several years to improve public health and the environment in Indian country. ECOO serves as the designated federal officer (DSO) for the National Environmental Justice Advisory Committee (NEJAC) enforcement subcommittee. It works with the subcommittee on a range of environmental justice issues and ensures that their views are communicated to OECA program offices. ECOO is the enforcement and compliance "core process" lead for the Agency's customer service program. In that capacity, ECOO serves as OECA's liaison to the Agency's Customer Service Steering Committee and develops approaches for implementing the Administration's customer service requirements throughout OECA.
- c. **OFFICE OF ENVIRONMENTAL JUSTICE.** The Office of Environmental Justice (OEJ) reports to the Assistant Administrator for Enforcement and Compliance Assurance (AA/OECA) through the Principal Deputy Assistant Administrator for OECA. OEJ supports the Administrator, OECA, the other Agency Program Offices, and the Regions on all environmental justice activities including: advising the Agency on the environmental risk information developed outside the Agency and on the impacts of environmental programs on racial minority and low-income populations; establishing an Agency justice program, coordinating with environmental justice interagency and intra-agency working groups, tracking implementation of the Agency's environmental justice strategy, and preparing periodic progress reports; administering a minority academic institutions (MAI) program; enhancing MAI interaction with the Agency through technical assistance and technology transfer; enhancing environmental justice outreach, training and education programs for public and other groups through conferences, symposia and meetings; providing minority and low-income communities with technical and financial assistance for community/economic development activities to address environmental justice; serving as a centralized clearinghouse and dissemination point for justice information to EPA staff and the public-developing environmental justice training for EPA managers and staff; providing interagency coordination of justice programs; supporting consultation among Agency and outside justice organizations-supporting key research and environmental risk reduction projects; and working with OECA program offices to ensure that environmental justice concerns are considered in all enforcement and compliance assurance activities.
- d. **FEDERAL FACILITIES ENFORCEMENT OFFICE.** The Federal Facilities Enforcement Office (FFEO), under the supervision of a Director, reports to the AA/OECA, through a Deputy AA/OECA. FFEO is located within the immediate office of the AA/OECA. Federal facilities are required to comply with various statutes, regulations and executive orders administered by EPA. The office coordinates OECA's federal facility enforcement, compliance assurance and assistance efforts for those requirements and has the lead role for communications with Congress, other agencies, states and other stakeholders on these matters. FFEO: manages the resolution of enforcement disputes with other agencies; tracks federal facilities compliance; coordinates and participates in the negotiation and issuance of compliance orders and agreements and negotiation of interagency agreements with other agencies for environmental compliance and cleanup;

coordinates with and oversees regional efforts; coordinates OECA's involvement with various interagency task forces and groups; and develops national federal facility enforcement and compliance policy and guidance.

- e. **OFFICE OF PLANNING AND POLICY ANALYSIS.** The Office of Planning and Policy Analysis (OPPA), under the supervision of an SES Staff Director, reports through the Deputy Assistant Administrators to the Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA). OPPA's objective is to ensure consistency and address emerging issues that arise in EPA's enforcement and compliance assurance programs. OPPA attempts to anticipate and identify issues that cut across all types of environmental laws. While ensuring compliance with federal environmental laws, OPPA supports EPA's efforts to identify innovative environmental protection tools that move beyond compliance. OPPA helps to articulate and advocate EPA programs that underpin and stimulate a broad spectrum of environmental compliance and protection tools.

2. **OFFICE OF COMPLIANCE.** The Office of Compliance (OC), under the supervision of a Director, reports to the Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA). OC serves as the principal advisor to the AA/OECA on the implementation and oversight of activities related to compliance with EPA's environmental laws and statutes, including the Asbestos in Schools Hazard Abatement Act (ASHAA); Clean Air Act (CAA); Clean Water Act (CWA); Endangered Species Act; Emergency Planning and Community Right to Know Act (EPCRA); Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); Marine Protection Research and Sanctuaries Act (MPRSA); Oil Pollution Act (OPA); Organotin Antifouling Paint Control Act of 1988; Resource Conservation and Recovery Act (RCRA); Safe Drinking Water Act (SDWA); and the Toxic Substances Control Act (TSCA) including the Asbestos Hazard Emergency Response Act (AHERA) and the Residential Lead-Based Paint Hazard Reduction Act.

The Office of Compliance serves as the national technical expert, in coordination with the Agency program offices, on all matters relating to media program compliance activities and is responsible for designing and implementing compliance assurance programs, including "sector" oriented programs and other innovative approaches, to address and enhance regulatory compliance among all segments of the regulated community. The Office is the focal point in OECA for compliance and enforcement strategic planning and provides policy and interpretive guidance, direction and oversight to Regional and State enforcement programs on national program priorities. The Office establishes inspection priorities; supports compliance monitoring in Regions and States; targets compliance initiatives; develops, implements and assesses accurate measures of compliance with environmental statutes; conducts targeting of compliance monitoring and enforcement activity through data collection, analysis and coordinated inspections; and provides technical assistance and specialized training to Regions/States and the regulated community along sector and media lines.

The Office of Compliance works closely with fellow OECA offices and also coordinates closely with the Office of Solid Waste and Emergency Response (OSWER); Office of Water (OW); Office of Prevention, Pesticides and Toxic Substances (OPPTS); Office of Air and Radiation (OAR); States; Indian Tribes and the EPA Regional Offices as appropriate. OC represents the compliance monitoring, and assurance perspectives to other offices and is represented on task forces, workgroups and at meetings where issues relating to compliance and enforcement programs are under consideration. The Office, in coordination with ECOO and the Office of Regional Operations and State/Local Operations (OROS/LR) other Agency offices, also serves to represent the Agency position on compliance activities with external groups, including States, Indian Tribes, other Agencies, Office of Management and budget, Congress, Department of Justice, media, industry and public interest groups. OC develops and implements policies regarding self-auditing and self-reporting of violations for small businesses and small communities, in consultation with the Office of Regulatory Enforcement.

OC is responsible for making specific applicability determinations, while general applicability determinations reside within the appropriate Agency program office. OC coordinates compliance assistance issues with the Agency program offices. On rulemaking issues, OC will generally have the lead with respect to monitoring and reporting requirements, state capacity issues, sector-based rules, and matters primarily affecting small business.

- a. **AGRICULTURE AND ECOSYSTEMS DIVISION.** The Agriculture and Ecosystems Division (AED), under the supervision of a Director, is responsible for the development and implementation of a national program of compliance and enforcement activities focused on the agricultural community and also manages

the Laboratory Data Integrity Program. It also provides lead regulatory and program support on compliance matters related to the FIFRA, UIC and nonpoint programs.

The Division is the focal point of EPA expertise on all technical policy or interpretive aspects of the compliance programs within its targeted sector and media communities and is responsible for development of compliance analyses and guidance for relevant sector and media programs; forging a strong partnership with States and Indian Tribes for compliance activities in coordination with OROSLR; establishment of sector information management requirements; development of standards for measuring pollutants on a media and sector-specific basis; development of sector/media specific program guidance and inspection and enforcement targets, strategies and guidance for Regions and States; development of media/sector-specific pollution prevention strategies; development of sector-specific training and technical assistance programs; institution of compliance promotion and self-auditing policies and programs; regulatory development support and regulation/policy development; development of interpretive guidance and policies to assist the regulated community in its compliance efforts; regulatory applicability determinations; and contract and grant management. The Division also provides input to EPTDD on sector targeting, MOAs, and data management activities.

The Division also manages the national Laboratory Data Integrity Assurance Program through the development and execution of Good Laboratory Practice (GLP) Compliance Programs under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Toxic Substances Control Act (TSCA). It conducts GLP inspections and data audits and assigns tasks in this area to Regional Offices. It develops policies, procedures and regulations for FIFRA Sections 3(c) and 4 and TSCA Sections 4 and 5(e). The Division manages the international GLP program including participation in OECD GLP activities, the implementation of 5 bilateral GLP agreements and the negotiation of new agreements. AED is also responsible for Section 7 data on pesticide product information.

The Division reviews and recommends to the Director, Office of Compliance, action on proposed regulations, programs, policies and documents impacting the Division's programs. It also represents the concerns and interests of its compliance programs to other EPA Offices, Congress, States, Indian Tribes, and other government agencies (including FDA, DOL and USDA), as well as industry, public interest and environmental groups.

- b. **CHEMICAL, COMMERCIAL SERVICES AND MUNICIPAL DIVISION.** The Chemical, Commercial Services and Municipal Division (CCSMD), under the supervision of a Director, is responsible for development and implementation of a national program of compliance and enforcement activities directed to the chemical, commercial services and municipal sectors and provides lead regulatory and program support on compliance matters related to the RCRA, TSCA, and Municipal Public Water media programs.

The Division is the focal point of EPA expertise on all technical aspects of the compliance programs within its targeted sector and media communities and is responsible for development of compliance analyses and guidance for relevant sector and media programs; development of sector/media specific program guidance and inspection and enforcement targets, strategies and guidance for Regions and States; development of media/sector-specific pollution pollutants on a media and sector-specific basis; establishment of prevention strategies; development of standards for measuring sector information management requirements; development of sector-specific training and technical assistance programs; institution of compliance promotion and self-auditing policies and programs; regulatory development support; development of interpretive guidance and policies to assist the regulated community in its compliance efforts; and contract and grant management. The Division also provides input to EPTDD on sector targeting, MOAs and data management activities. CCSMD has the compliance lead within OECA for Title VI of the CAA (Stratospheric Ozone).

The Division reviews and recommends to the Director, Office of Compliance, action on proposed regulations, programs, policies and documents impacting the Division's programs. It represents the concerns and interests of its compliance programs to other EPA Offices, Congress, States, Indian Tribes, and other agencies, as well as industry, public interest and environmental groups.

- c. **ENFORCEMENT PLANNING, TARGETING, AND DATA DIVISION.** The Enforcement Planning, Targeting and Data Division (EPTDD), under the supervision of a Director, directs and develops strategic plans and identifies of broad risk-based environmental priorities for the Agency's compliance and enforcement programs through coordination of input from other OECA offices, Regions, and States. The Division is responsible for the formulation of the compliance program budget, resource allocation and workload models; development of the annual operating plan; the development and monitoring of strategic targeting and performance measures and annual enforcement accomplishment reports. The Division, in coordination with the Senior Information Resource Management Officer (SIRMO), provides information management services across OECA and the regions including the operation, maintenance, enhancement and integration of compliance and enforcement information systems, and acts as liaison to other EPA program offices on compliance and enforcement data issues related to their own data systems. EPTDD incorporates risk reduction, environmental equity and pollution prevention techniques consistent with Agency priorities within its program management responsibilities.

The Division is also responsible for development of compliance impact assessments, including environmental justice analyses; formulation and execution of program audits, analyses, and evaluations of national and Regional/State enforcement and compliance activities; and initiation of national and Regional evaluations/reviews to assure that the Office of Enforcement and Compliance Assurance and EPA Regional Offices are meeting Agency priorities in a timely and efficient manner. The Division and the Office of Administration and Resources Management (OARM) establishes and manages contracts serving the Office of Compliance, including conducting award and pre-award activities. The Division also develops, reviews and revises policies, guidance and procedures for compliance and enforcement grants and OARM establishes and manages contracts serving the Office of Compliance, including conducting award and pre-award activities. The Division also develops, reviews and revises policies, guidance and procedures for compliance and enforcement grants and cooperative agreements in cooperation with the appropriate media program offices and provides national oversight and evaluation of these programs. Additionally, the Division provides FOIA support and tracking; establishes and oversees personnel and administrative operation policies for the Office of Compliance; conducts accountability system tracking and assures Office compliance with the Federal Managers Financial Integrity Act (FMFIA).

EPTDD works closely with the other Divisions in the Office of Compliance and other program offices within OECA in the areas of strategic planning, prioritization, development of enforcement and compliance initiatives, as well as providing administrative and budgetary support to the OC Divisions. The Division also coordinates with the Office of Regulatory Enforcement (ORE) and the Federal Facility Enforcement Office (FFEO) and the Office of Site Remediation Enforcement (OSRE), particularly in setting OECA strategic plans and priorities. The Division represents all Offices within OECA in the management of compliance and enforcement information retrieval systems and works in concert with other media programs (OSWER, OW, OAR, OPPTS) in the development, maintenance and enhancement of jointly held information systems. The Division is also responsible for coordinating with the SIRMO and all other OECA offices for those information resource management functions related to program information/enforcement database management support. EPTDD is also responsible for data systems integration and support of FIFRA programs and TSCA systems.

The Division reviews and recommends to the Director, Office of Compliance, action on proposed regulations, programs and policies impacting the Division's programs. It also represents the concerns and interests of its compliance programs to other EPA Offices, States, Indian Tribes, other agencies, and Congress, as well as industry, public interest and environmental groups.

- d. **MANUFACTURING, ENERGY, AND TRANSPORTATION DIVISION.** The Manufacturing, Energy and Transportation Division (METD), under the supervision of a Director, is responsible for development and implementation of a national program of compliance activities focused on the manufacturing, energy and transportation sectors and provides lead regulatory and program support on compliance matters related to CAA, EPCRA, OPA, AHERA and Industrial Water media programs.

The Division is the focal point of EPA expertise on all technical aspects of the compliance programs within its targeted sector and media communities, and is responsible for development of compliance analyses and guidance for relevant sector and media programs; development of standards for measuring pollutants on a media and sector-specific basis; development of sector and media specific program guidance and inspection and enforcement targets and strategies for Regions and States; development of interpretive guidance and policies to assist the regulated community in its compliance efforts; establishment of sector information management requirements, development of sector-specific training and technical assistance programs; institution of compliance promotion and selfauditing policies and programs; regulatory development support; development of media/sector-specific pollution prevention strategies; and grant and contract management. The Division also provides input to EPTDD on sector targeting, annual MOA guidance and data management activities. METD has the compliance lead within OECA for Title IV of the CAA (Acid Deposition). METD also has the lead within OECA for the Woodstove Certification Program. METD manages the Environmental Leadership Program.

The Division reviews and recommends to the Director, Office of Compliance, action on proposed regulations, programs, policies and documents impacting the Division's programs. It also represents the concerns and interests of its compliance programs to other EPA Offices, Congress, and in coordination with OROSLR State Environmental Agencies, Indian Tribes, as well as industry, public interest and environmental groups.

3. **OFFICE OF CRIMINAL ENFORCEMENT, FORENSICS, AND TRAINING.** The Office of Criminal Enforcement, Forensics and Training (OCEFT), under the supervision of a Director and Deputy Director, reports to the Assistant Administrator for Enforcement and Compliance Assurance (OECA). OCEFT provides expertise and guidance to the Assistant Administrator of OECA on all legal and policy matters pertaining to criminal enforcement of environmental regulations and statutes and nationally unique and/or complex civil investigations and forensic services. OCEFT's National Enforcement Investigations Center Division, (NEIC) serves as the principal source of technical expertise providing support for complex criminal and civil investigations having national impact on EPA and state regulatory programs for air, water, toxics, pesticides, radiation, and solid waste pollution control.

OCEFT, through the Criminal Investigation Division (CID) manages and directs the Agency criminal investigation program. In this context, it oversees the recruitment of experienced criminal investigators to staff OCEFT's CID offices and exercises normal human resources management responsibilities over all Agency investigations during the conduct of criminal case development under EPA's environmental statutes. OCEFT directs the establishment of national criminal enforcement priorities, in consultation with the Office of Regulatory Enforcement, the Office of Compliance, the Office of Site Remediation Enforcement, and the Office of Federal Activities. OCEFT prepares policy guidance and uniform national standards and procedures for criminal enforcement activity. The Office oversees and directs the development, review, and approval of training programs for EPA's civil and criminal investigators, inspectors, enforcement attorneys, NEIC personnel and technical staff, and state and local enforcement personnel; reviews criminal cases prepared in Area, Resident Agency Offices; and refers cases to the Department of Justice or the U.S. Attorneys Offices for prosecution. In addition, OCEFT provides, in conjunction with EPA Regions, legal and investigative support for case development activities, and also provides support to prosecuting attorneys during prosecution. It participates in negotiation and settlement strategies and in providing needed expert witnesses. The Office reviews civil referrals considered to be appropriate for criminal action, analyzes proposed legislation and reviews proposed regulatory programs. OCEFT is responsible for liaison with the Department of Justice to coordinate prosecutorial support for criminal enforcement activities, and serves as a contact for other EPA officials and interested parties outside EPA in responding to requests for policy and program information.

OCEFT, through NEIC, provides technical expertise and support for unique and/or complex criminal and civil investigations having national impact on EPA and state regulatory programs for air, water, toxics, pesticides, radiation, and solid waste pollution control. NEIC coordinates with the Director of OCEFT, Regional offices, and other EPA program directors and their staffs, to plan, develop, and provide technical support for investigations conducted on a national basis, and training on technical aspects of case development. NEIC provides expertise and guidance to all segments of the Office of Enforcement and Compliance Assurance to develop multimedia compliance and enforcement strategies, and national expertise to Headquarters and Regional Offices of EPA and the Department of Justice (DOJ) in areas of technical expertise not normally available in Regional staffs.

OCEFT's Legal Counsel and Resource Management Division (LCRMD) provides support on legal and policy matters pertaining to criminal enforcement of environmental requirements, and the operations of NEIC, and provides legal, budget, and administrative support for OCEFT.

- a. **CRIMINAL INVESTIGATIONS DIVISION.** The CID, under the supervision of a Division Director and a Deputy Division Director, supervises the criminal investigative activities of all CID Area, and Resident Agency Offices. The Division refers cases to the U.S. Attorneys' Offices or the Department of Justice for prosecution. It develops, in consultation with other involved offices, national investigative procedures to ensure uniform, fair, and appropriate enforcement responses to violations. CID provides extensive coordination with EPA offices and outside law enforcement agencies on all investigations and case development activities. Activities of CID and its subordinate organizations include: planning, developing, and coordinating investigative activities within their geographic areas of responsibility; overseeing, through its Area, and Resident Offices, all operational aspects of criminal investigations: testifying in judicial proceedings: assigning undercover agents and authorizing surveillance and undercover activities. CID maintains a secure file system for active investigations. Develops and presents, in conjunction with the NETI as appropriate, training for criminal enforcement and other personnel.

The Center for Strategic Environmental (CSEE) functions as the central source for the systematic identification, collation and analysis of information to develop leads for further investigation of possible serious environmental crimes that heretofore have gone undetected. Center also serves as an information resource to federal, state, and local law enforcement agencies and prosecutors who require information regarding defendants or potential targets of criminal investigations.

- b. **LEGAL COUNSEL AND RESOURCE MANAGEMENT DIVISION.** The LCRMD, under the supervision of a Division Director and a Deputy Division Director, provides expertise and guidance to the Director and Deputy Director of OCEFT and to the Assistant Administrator of OECA, on all legal and policy matters pertaining to criminal enforcement of environmental requirements, and the operations of NEIC. The LCRMD's Legal Counsel Branch (LCB) and the Resource Management Team (RMT) provide legal, budget, and administrative support for OCEFT.

The LCB prepares policy guidance and conducts special projects as assigned, including Congressional and Regional oversight; participates in the preparation of legislation and regulations to improve criminal and civil enforceability; maintains a close, working relationship with the Regional Criminal Enforcement Counsels and the Special and Resident Agents-in-Charge; assists in the establishment of criminal enforcement priorities in consultation with other involved offices; upon request, provides legal support to EPA Special Agents and other personnel, Department of Justice (DOJ) prosecutors and attorneys, and State attorneys in specific cases; reviews criminal cases and provides recommendations on their referral to DOJ; provides interagency or departmental liaison with all involved agencies including DOJ and the FBI; provides internal EPA Headquarters liaison with the Office of Regulatory Enforcement and all other OECA offices; provides international liaison with other cooperating countries; and responds to requests for information regarding criminal enforcement. In addition, the LCB assists NEIC in planning investigations, reviewing technical reports for legal and regulatory sufficiency; supports discovery efforts, with emphasis on technical requests involving NEIC; provides assistance in presenting technical information at trial; prepares NEIC witnesses to testify; participates and comments on appropriate rulemaking or policymaking; and assists in developing NEIC's and CID's internal policies and procedures.

The RMT provides all budget and administrative management support for the Office of Criminal Enforcement and Forensic Services, including personnel matters, procurement, and resource/budget planning and execution. The RMT provides overall program planning and coordination, policy and legislative analysis, and guidance for criminal enforcement activities for the LCRMD, Criminal Investigation Division (CID) area offices, and CID satellite Resident Agency (RAC) offices, and the National Enforcement Investigations Center (NEIC).

- c. **NATIONAL ENFORCEMENT INVESTIGATIONS CENTER.** The NEIC, under the supervision of a Director and a Deputy Director, reports to the Director, OCEFT. NEIC serves as the principal source of

technical expertise providing support for unique and/or complex criminal and civil investigations having national impact on EPA and state regulatory programs for air, water, toxics, pesticides, radiation, and solid waste pollution control. In coordination with the Director, OCEFT, Regional offices, and other EPA program directors and their staffs, NEIC plans, develops, and provides technical support for investigations conducted on a national basis, and provides training on technical aspects of case development in coordination with NETI. NEIC provides expertise and guidance to all segments of the Office of Enforcement and Compliance Assurance for the development of multimedia compliance and enforcement strategies, and national expertise to Headquarters and Regional Offices of EPA and the Department of Justice (DOJ) in evaluating a broad range of waste disposal and emission problems, monitoring technology, and remedial program not normally available in Regional staffs.

The Center provides timely and high quality technical information to support criminal, civil, and administrative compliance and enforcement determinations, including fully defensible reports on the findings and conclusions of field investigations, recommendations for follow-up enforcement action, and technical advice and/or recommendations on the control, abatement, and resolution of pollution problems. It conducts field and laboratory measurement services for compliance determinations and case preparations, and assists in assessing and developing information, evidence and technical testimony in support of EPA enforcement programs. It provides an array of investigative services including facility single and multimedia inspections, process and control technology assessments, as well as asset and witness location, for cases which are often of national or regional significance and of considerable public interest. It maintains an environmental forensic laboratory which develops and improves analytical techniques and provides consultative services on these matters. It provides nationwide specialty expertise for techniques, methods and procedures; laboratory instrumentation and analytical techniques; ability-to-pay determinations and financial analyses; and associated health, environmental, and ecological effects with sources of pollution. The Center provides an array of information services including basic technical, business, and legal information from Agency and commercial databases, and litigation support services for internal as well as external customers' case support.

- d. **NATIONAL ENFORCEMENT TRAINING INSTITUTE.** NETI, under the supervision of a Division Director and a Deputy Division Director, provides comprehensive, multi-statute, civil and criminal environmental enforcement and compliance training for Federal, state, local, and tribal lawyers, inspectors, investigators, and technical experts, consistent with the statutory mission set forth in the Pollution Prosecution Act of 1990. NETI identifies and prioritizes all multi-media and media-specific enforcement and compliance training needs for EPA Headquarters, Regional Offices, state, local, tribal, and other governmental authorities; develops and/or tailors appropriate and sufficient training programs to meet those training needs; ensures that the highest quality standards are applied to NETI training products and services; delivers traditional classroom training at two permanent facilities at EPA Headquarters in Washington D.C. and Lakewood, Colorado, and at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia, and other locations in the EPA Regions and states; develops and utilizes distance delivery systems such as satellite, interactive video, and computer-based instruction to maximize the cost-effectiveness of NETI training programs and services; develops and fosters partnerships with EPA Offices, and other Federal, state, local, tribal, and other governmental authorities and their representative organizations to better and more efficiently fulfill the NETI mission; and develops and implements internal and external communication systems to increase awareness of NETI programs and services.

4. **OFFICE OF FEDERAL ACTIVITIES.** The Office of Federal Activities (OFA), under the supervision of a Director, reports to the Assistant Administrator for Enforcement and Compliance Assurance (AA/OECA). The Director acts as the national program manager for three major programs assigned to the Office. These include the review of other agencies' environmental impact statements (EISs) and other major actions under the authority of the National Environmental Policy Act (NEPA) and §309 of the Clean Air Act; EPA compliance with the National Environmental Policy Act (NEPA) and related laws, directives, and Executive Orders concerning special environmental areas and cultural resources; and coordination of OECA's international enforcement and compliance and environmental impact assessment programs.

OFA also serves as the principle point of contact and liaison with other federal agencies and provides consultation and technical assistance to those agencies relating to EPA's areas of expertise and responsibility. OFA administers the filing and information

system for all federal environmental impact statements under agreement with the Council on Environmental Quality (CEQ) and provides liaison with the CEQ on this function and related matters of NEPA program administration. The Office provides a central point of information for EPA and the public on environmental impact assessment techniques and methodologies; as well as for the international community, on the conduct of environmental enforcement and compliance assurance activities.

OFA's Resource Management and Program Team is responsible for providing the full range of necessary administrative support services, including budget, contract, grants, administrative and information management, and human resources management activities.

a. **NEPA COMPLIANCE DIVISION.** The NEPA Compliance Division (NCD) develops and recommend national programs and internal policies, strategies and procedures for the following: review of other agencies' EISs and other major actions for environmental compliance pursuant to §309 of the Clean Air Act and the CEQ NEPA implementing regulations; preparation of EISs on EPA activities; compliance with various statutes, directives, and administrative policies on the protection of special environmental areas, including the Endangered Species Act and the National Historic Preservation Act; ecological initiatives; and general implementation and compliance with NEPA. The Division develops and recommends policy, strategies and procedures for carrying out these responsibilities and acts as the focal point for EPA contacts (within OFA's areas of responsibility) with federal agencies. The Division performs necessary federal agency (Headquarters-level) liaison activities to resolve problems; acts as a focal point for regional and headquarters contacts on matters related to the assigned EPA comments on federal agency EPA regulations; prepares, as appropriate, statements, regulations, programs, and policies; and prepares, as appropriate, reports, recommendations, briefings and correspondence for the Assistant Administrator for Enforcement and Compliance Assurance and other Agency officials. The Division serves as the EPA focal point for improving capabilities in interdisciplinary environmental analysis; provides a central point of information for the public on EISs and environmental impact assessment techniques and methodologies, and works with federal and international agencies in this area; and develops national programs and internal policies, strategies and procedures for implementing Executive Order 12114. The Division also administers the filing and information system for all Federal EISs and provides liaison with CEQ on this function and related matters of NEPA program administration. The Division represents EPA, as appropriate, on interagency advisory groups concerned with environmental issues of national importance, and responds to inquiries concerning specific cases as well as related policies and procedures.

b. **INTERNATIONAL ENFORCEMENT AND COMPLIANCE DIVISION.** The International Enforcement and Compliance Division (IECD) provides direction and coordination for OECA international activities. It coordinates OECA strategy and budget for implementing OECA's international activities; serves as OECA's principal point of contact with the Office of International Activities for enforcement and compliance program activities; identifies the need for new or revised strategies, policies or procedures and develops or reviews implementing guidance as appropriate; provides focused enforcement and compliance support for EPA's international agenda in areas such as implementing the North American Free Trade Agreement (NAFTA); provides technical assistance to enhance environmental enforcement and compliance in countries throughout the world; directs cooperative enforcement efforts with other countries; advises other EPA offices on enforcement and compliance aspects of programs to meet United States obligations under international environmental agreements; provides direction for OECA activities under U.S. laws involving international issues; provides counsel, in coordination with the Office of General Counsel (OGC), on enforcement aspects of international agreements relating to trade and environmental protection; and in consultation with OGC, coordinates with the State Department, Customs Service and other EPA offices on the international aspects of enforcing U.S. laws.

5. **OFFICE OF REGULATORY ENFORCEMENT.** The Office of Regulatory Enforcement (ORE), under the supervision of an Office Director, reports to the Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA). ORE is responsible to the AA/OECA for developing, managing, and resolving civil judicial and administrative enforcement actions; determining the appropriate enforcement responses to violations of environmental laws and developing litigation policies on self-auditing and self disclosure of violations; developing, jointly with the Office of Compliance, and implementing enforcement case initiatives that support OECA priorities; tracking and monitoring administrative and judicial

initiatives that support OECA priorities; tracking and monitoring administrative and judicial cases through the use of dockets and other data bases; reviewing citizen suits and assisting in the preparation of amicus and other briefs in support of beneficial citizen suits and appeals; acting as liaison on enforcement issues with the Regional offices, the Department of Justice, the Congress, the EPA program offices, and other offices within OECA; providing technical assistance and recommendations on legislative proposals; developing enforcement policy and guidance; reviewing Federal and State regulations for enforceability and developing Federal enforcement regulations; managing contracts for litigation support and investigations; providing legal and technical support for judicial appeals; and arguing nationally significant administrative appeals before the Environmental Appeals Board. ORE is also responsible for providing support and review of enforcement actions developed by the EPA Regions developing and litigating national enforcement actions; providing oversight of EPA Regional and State enforcement actions; and providing expert counsel on civil enforcement within OECA and to other EPA offices Congress, States, other government agencies, and the public. On rulemaking issues, ORE will generally have the lead for rules that determine jurisdiction, establish enforcement authorities, or prescribe rules of practice or procedure.

The Office consists of four media specific enforcement divisions for Air, Water, RCRA, and Pesticides and Toxics. A fifth Division -- the Multimedia Enforcement Division, provides a prominent multimedia enforcement capacity to ensure a whole facility, ecosystem and population-based approach to case initiation, support and resolution. ORE and its enforcement divisions incorporate risk reduction, environmental equity and pollution prevention techniques consistent with Agency priorities within its program management responsibilities.

- a. **AIR ENFORCEMENT DIVISION.** The Air Enforcement Division (AED), under the supervision of a Division Director, is responsible for the development and implementation of judicial and administrative enforcement activities under the Clean Air Act (CAA) and the Noise Control Act. AED ensures the enforceability of rules promulgated under the Clean Air Act, including the 1990 Amendments. The Division provides national direction, leadership and consistency in case selection, development, resolution and appeal of civil judicial and administrative enforcement actions pursuant to its statutory authorities.

Through its Mobile Source Branch, AED is solely responsible for enforcing the CAA provisions related to emissions from motor vehicles, heavy truck engines, nonroad engines, and motor vehicle fuels contained in Title II of the Act. Unlike almost all other environmental enforcement programs, there is no regional or state involvement. AED is responsible for enforcing against the prohibited acts found in section 203 (a) (pertaining to emissions from motor vehicle and heavy truck engines) and in regulations promulgated under section 213 (d) (pertaining to emissions from nonroad engines), including investigating possible violations, assessing administrative penalties, negotiating resolutions of those violations, and commencing administrative actions under section 205(a) and (c) of the CAA, referring civil actions under section 205(b) involving civil penalties larger than \$200,000 and/or significant injunctive relief under section 204 of the CAA (and other injunctive relief provisions contained in the CAA and other statutes) to the Department of Justice, and working with the Department of Justice to resolve those civil actions. AED is responsible for enforcing the fuels provisions found in section 211 of the CAA and the regulations thereunder, including investigating possible violations, assessing administrative penalties, negotiating resolutions of those violations, and commencing administrative actions under sections 211(d)(i) and 205(c) of the CAA, referring civil actions under section 205(b) involving civil penalties larger than \$200,000 and/or significant injunctive under section 211(d)(2) (and other injunctive relief provisions contained in the CAA and other statutes) to the Department of Justice, and working with the Department of Justice to resolve those actions. In investigating possible violations, AED is responsible for targeting, conducting inspections with its own inspectors or through its contractors, and providing technical, scientific and engineering support in the development and pursuit of enforcement actions.

Through its Mobile Source Branch, AED is also responsible for ensuring the enforceability of the rules and regulations promulgated under Title II of the CAA. AED provides a focal point for coordination of air enforcement issues with the Department of Justice, the Office of General Counsel, the Offices of other Assistant Administrators, and other offices.

The functional statement for the AA/OECA and the offices and divisions under the control of AA/OECA do not include certain quasi-enforcement responsibilities under Title II of the CAA carried out by OAR's Office of Mobile Sources, with legal assistance from the Office of General Counsel. Specifically, the AA/OAR, and the Director of the Office of Mobile Sources retain authority for assembly-line testing under section 206(b)

and non-conformity determinations under section 207(c) of the CAA, including administrative hearing related to such actions, inspection targeting and national program technical expertise.

Through its Stationary Source Branch, AED is the focal point of EPA expertise on all enforcement aspects of the programs related to the stationary source provisions of the CAA. AED has lead responsibility for enforcement-related rulemakings and participates in other rulemaking and regulatory interpretation workgroups. AED develops national enforcement policies, penalty policies, guidance, and outreach, and focuses on high-profile enforcement initiatives and innovative programs. The Division develops settlement policies and other policies and activities encouraging pollution prevention, technological innovation, environmental auditing, and environmental justice. AED is responsible for reviewing Citizen Suits and Amicus Briefs under the Clean Air Act.

Through its Stationary Source Branch, AED serves as legal enforcement counsel on stationary source Clean Air Act issues across the Office of Enforcement and Compliance Assurance sector and other Headquarters programs, and for Regions and States. The Division works closely with the other Divisions in the Office of Regulatory Enforcement in areas of multi-media case management, and develops and coordinates enforcement initiatives involving the Clean air Act. The Division works with the other Offices and Divisions in the Office of Enforcement and Compliance Assurance in the areas of strategic planning, prioritization, and development of enforcement initiatives.

The Division reviews and recommends to the Director, Office of Regulatory Enforcement, action on proposed regulations, programs and policies affecting the Division's programs. It represents the concerns and interests of the Air Enforcement Division to other EPA Offices, States, Regions, the regulated community, and public interest and environmental groups.

Finally, through its Stationary Source Branch, AED is responsible for coordinating the development of nationally significant cases, and works with the Department of Justice and affected Regions and States to prosecute and resolve those cases. AED also has the enforcement lead within EPA for Title VI (Stratospheric Ozone), Title IV (Acid Deposition), and the emission requirements applicable to woodstoves.

- b. **MULTI-MEDIA ENFORCEMENT DIVISION.** The Multimedia Enforcement Division (MED), under the supervision of a division Director, develops, implements and manages EPA's multimedia enforcement program that emphasizes a whole facility and/or a whole geographical- or sector-based approach to enforcement. The multimedia program incorporates risk reduction, environmental equity and pollution prevention techniques consistent with Agency priorities. The multimedia program incorporates risk reduction, environmental equity and pollution prevention techniques consistent with Agency priorities. The Division functions as the primary liaison for other EPA offices, the Department of Justice, Congress and other organizations on all multimedia enforcement cases and issues. The Division also develops and supports models and policies (such as the BEN and ABEL programs, and penalty policies) that are used by EPA Regions, States and others in enforcement actions across all media. MED performs several key functions in developing and implementing a national multimedia program.

Through its Multimedia Enforcement Branch, the Division supplies legal, technical and policy support to assist the EPA Regions (and States) in developing and prosecuting multimedia enforcement cases. The Branch is also responsible for the development and prosecution of national multimedia enforcement cases. National enforcement cases may include those of first impression, precedential in nature, multi-regional, in support of a national enforcement priority, or requiring use of national expertise. In addition, the Branch reviews Federal and State cross-program policies for consistency. The Branch ensures that single-media enforcement programs and policies are developed and implemented in a logically consistent cross-media manner. The Branch also provides communications support for the entire Office of Regulatory Enforcement. This support includes coordinating media relations efforts; writing, editing and producing communications materials; developing strategic communications plans; and advising ORE management on enforcement-related communication issues.

Through its Resource Management Team, the Division provides support to the entire Office of Regulatory Enforcement in the areas of financial management, strategic planning, human resources, contracts management, and other administrative areas.

- c. **RCRA ENFORCEMENT DIVISION.** The RCRA Enforcement Division (RED), under the supervision of a Director, is the national program manager for the Resource Conservation and Recovery Act (RCRA) regulatory enforcement program. As such, the Division provides national direction for enforcement activities arising under the RCRA regulatory program, including providing technical, legal, and policy support on RCRA civil judicial and administrative enforcement actions. RED is also responsible for participating with other offices in developing enforceable RCRA regulations and policies that will further compliance with the RCRA program. The Division assesses, analyzes, and recommends action on RCRA enforcement issues; provides scientific and engineering support through staff experts and contract resources; represents the concerns and interests of the RCRA enforcement program to other EPA offices and external groups; and represents OECA in meetings and on task forces requiring knowledge relating to RCRA enforcement.

The Division ensures that nationally significant issues in administrative and civil judicial cases are managed, litigated, and resolved in a manner consistent with national policy. Working with the Regional offices, the Department of Justice, and the Office of General Counsel, the Division ensures that all appeals of RCRA enforcement actions are briefed and argued effectively and in a manner that promotes the interests of the RCRA enforcement program. Finally, the Division promotes the use of multi-media enforcement policies (e.g., the audit policy, the small business policy) in the RCRA enforcement program.

The Division identifies the need for, and assumes a lead role in, developing media-specific enforcement policy and guidance documents. The Division is also responsible for advising the Assistant Administrator on the enforcement implications of RCRA-related legislative developments. In addition, the Division is responsible for working with other offices to provide training and technical assistance on RCRA enforcement matters. Finally, the Division formulates environmental indicators, and outcome and output measures for the RCRA enforcement program.

Finally, the RCRA Enforcement Division is responsible for developing national enforcement policy on the use of the Agency's authorities to address imminent and substantial endangerments and the Clean Air Act accident prevention programs.

The Division carries out the above functions through two branches:

The Waste Identification and Enforcement Policy Branch focuses on RCRA Subtitle C related casework and enforcement policy issues arising in Regions 3, 4, 6, 7, and 9. In addition, it is responsible for all enforcement functions related to RCRA Subtitle I, the Underground Storage Tank Program. The branch coordinates the use of accident prevention provisions [e.g. CAA section 112(r)] and imminent and substantial endangerment authorities (e.g. RCRA section 7003, CAA section 303, SDWA section 1431) across all statutes and all Regions.

The Waste Management and State Programs Branch focuses on RCRA Subtitle C related casework and enforcement policy issues arising in Regions 1, 2, 5, 8, and 10. The branch is responsible for solid and hazardous waste enforcement issues on Tribal Lands, state issues, such as authorization, oversight, and audit/immunity laws, identifying national program priorities, and establishing national program measures. The branch also implements and enforces the Battery Recycling Act.

- d. **TOXICS AND PESTICIDES ENFORCEMENT DIVISION.** This Division is divided into two branches, the Eastern Enforcement Branch and the Western Enforcement Branch. The Eastern Branch focuses enforcement efforts in Regions 1 - V and the Western Branch, Regions VI - X. The Toxics and Pesticides Enforcement Division, under the supervision of a Director, is responsible for the following enforcement and regulatory activities of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), the Toxics Substances Control Act (TSCA), the Asbestos Hazard Emergency Response Act (AHERA), the Emergency Planning and Community Right to Know Act (EPCRA), TSCA Title IV (Residential Lead-Based Paint Hazard Reduction

Act): 1) civil and administrative enforcement cases, including the national investigation, review, development, issuance, referral, litigation, settlement and appellate work associated with these cases; 2) liaison with the EPA Regional offices; 3) development of Agency policy and guidelines as it relates to enforcement cases (including penalty policies and administrative rules for case preparation as two examples); 4) preparation of overall litigation strategies for selected cases, which include analyses of potential alternative settlement and any pertinent legal precedents; 5) in selected cases, participation in and/or management of negotiation, preparation of litigation documents and settlement agreements, and development and presentation of the government's case in court; 6) assuring the quality of litigation reports and consistency of individual cases with procedural requirements and policy; 7) chairing and participation in Agency regulatory development workgroups; 8) interface with the Department of Justice, Federal agencies and national organizations affected by the Division's enforcement initiatives; 9) recommendations to the Office Director on referrals to the Department of Justice; 10) development and implementation of national case initiatives addressing national priorities; 11) criminal liaison for TSCA, AHERA, FIFRA, the Lead Exposure Reduction Act and EPCRA; 12) review of draft legislation and the recommendation of enforcement provisions such as violative acts, penalties, and administrative remedies; 13) statutory applicability determinations; 14) support to Regions on Regional cases and concurrence on appropriate Regional cases; 15) coordination with and support to states on appropriate state enforcement cases; 16) liaison with affected Headquarters program and enforcement offices and participation in their development of strategic planning and policy issues, with provision of specialized expertise as appropriate; 17) reviews of potent civil enforcement litigation referrals from Regions and media program offices; 18) case development training and associated cross training; 19) national case publicity; 20) incorporation of Supplemental Environmental Projects (SEPs) as part of cases, negotiations and national guidance on utilization of SEPs in case settlements, and 21) administrative and contracts work affected by the responsibilities of the Division.

- e. **WATER ENFORCEMENT DIVISION.** The Water Enforcement Division (WED), under the supervision of a Division Director, is responsible for pursuing deterrence of noncompliance by the development and implementation of judicial and administrative enforcement activities under the Clean Water Act, the Safe Drinking Water Act, the Marine Protection, Research and Sanctuaries Act, and the Oil Pollution Act. In partnership with other OECA offices and the Regions, WED facilitates coordinated, necessary and effective enforcement of these statutes by EPA, by state agencies pursuant to EPA authorization, and by citizen enforcers.

WED provides national direction, leadership, and consistency in the development of enforcement priorities, case selection, development, resolution, and appeal of civil judicial and administrative enforcement actions pursuant to these statutory authorities; in development of regulations, guidance and policy associated with civil judicial and administrative enforcement of these authorities; and in reauthorization and amendment of the enforcement provisions of these statutes. WED participates actively in programmatic regulation and policy development and implementation activities to insure that the regulations and policies developed by the Office of Water have adequate enforcement mechanisms.

The Division has the Agency lead in identification, development, and litigation of certain nationally significant cases; the Division recommends to the AA/OECA the referral, settlement and appeal of nationally and Regionally developed administrative and civil judicial cases. The Division provides technical, scientific, and engineering support, through experts or contracts, to the development and pursuit of enforcement actions, participates in and manages case negotiations, prepared litigation and settlement documents, and leads or supplements the development and presentation of the Government's case in administrative and court proceedings and on administrative or judicial appeal.

The Division provides a focal point for coordination on water enforcement issues with the Department of Justice, the Office of General Counsel, the Offices of other Assistant Administrators, and other offices. In conducting its responsibilities, the Division represents OECA and Agency concerns and interests to other government offices and external groups, and the Division represents OECA on work groups and task forces.

WED has two branches, each with specific areas of responsibility.

The Industrial Branch, WED, has responsibility for administrative and judicial cases, policy development, regulatory matters, and coordination for industrial NPDES, Oil Pollution Act, Clean Water Act Section 404, Safe Drinking Water Act Underground Injection Control, and Marine Protection Research and Sanctuaries Act matters. The Industrial Branch provides legal and technical expertise in the areas of its responsibility and serves as the primary point of contact with the Regions, the Office of Water, Department of Justice and other federal and state agencies. The Industrial Branch also maintains records of citizen actions under Section 505 of the CWA and serves as the quality assurance contact for the Office of Regulatory Enforcement.

The Municipal Branch, WED, is responsible for administrative and judicial cases, policy development, regulatory matters, and coordination for municipal NPDES, pretreatment, the Safe Drinking Water Act Public Water System Supervision Program, and the Marine Protection, Research and Sanctuaries Act matters. The Branch develops national water policy on Clean Water Act pretreatment and wet weather issues, such as combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) and develops drinking water enforcement policy. The Municipal Branch provides legal and technical expertise in its areas of responsibility and is a contact point for the Regions, the Office of Water and the Department of Justice and other federal and State agencies.

6. **OFFICE OF SITE REMEDIATION AND ENFORCEMENT.** The Office of Site Remediation Enforcement (OSRE), under the supervision of a Director, reports to the Assistant Administrator for the Office of Enforcement and Compliance Assurance (AA/OECA). OSRE manages a national program of remediation enforcement under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Oil Pollution Act (OPA), the Toxic Substances Control Act (TSCA), and the Agency's Underground Storage Tanks Program. The Office serves as the principal adviser to the Assistant Administrator on all matters relating to the conduct of civil/administrative enforcement activities relating to the above-referenced areas.

The Office provides guidance and support for the implementation of the remediation enforcement programs. This includes the development of program strategies, long-term and yearly goals, and the formulation of budgets and plans to support implementation of strategies and goals. Resource requirements are estimated and allocated to the Regions based on workload models developed under the direction of OSRE. The Office provides program guidance through the development and issuance of policies, guidance and other documents and through training and technical assistance; develops annual workplans which set forth activity goals, milestones and completion dates with resource requirements; and participates in prioritizing program goals, establishing targets, and developing appropriate enforcement initiatives. These plans are then transmitted to the regions and accountability measures are identified and agreed upon for inclusion in the Agency Management Accountability System (AMAS) and the Action Tracking System (ATS). The Office oversees and supports Regions and States in the implementation of the remediation enforcement programs; accomplishes oversight through automated tracking systems, periodic field reviews, analysis of reports and other monitoring techniques, and provides support through the Office's legal, scientific and engineering staff, and contractual resources.

The Office participates in the development of remediation enforcement guidance and policies for all remediation enforcement programs. This includes the review of appropriate program guidances, as well as evaluating the impact of the policies. OSRE participates in regulation development and review on matters relating to remediation enforcement activities and participates in the preparation of multi-media enforcement policies and guidance documents. Nationally significant or precedential cases are developed or managed in cooperation with Regional offices and DOJ. The Office conducts reviews of selected civil enforcement litigation referrals from Regional and media program offices and assures consistency of individual cases with procedural requirements and established policies. In conjunction with Regional or Assistant Administrators, as appropriate, and the Department of Justice, the Office prepares overall litigation strategies, provides technical and litigation expertise, and reviews settlements for adherence to national policy and adequacy of results, and provides advice on settlements as necessary.

The Office serves as the national expert for all matters relating to remediation enforcement, including compliance monitoring and enforcement. The Office provides a central point of contact and information for regions. The regional coordinators serve to keep the regions informed of policy developments, share the experiences of other regions in order to translate areas of success, and monitor and support the regions in meeting the established program priorities. OSRE relates closely to the regions; the Office of Emergency and Remedial Response (OERR), the Office of Solid Waste (OSW), Office of Underground Storage Tanks, the Immediate Office to the Assistant Administrator (OECA), the Office of Regulatory Enforcement, Office of Compliance, and

other EPA offices as necessary. It represents the interests of the remediation enforcement programs to other offices of the Agency and normally is represented on task forces, work groups and at meetings where issues relating to these programs are under consideration. In coordination with the Office of the Assistant Administrator and ECOO, represents the remediation enforcement program to external organizations, including the Office of Management and Budget (OMB), Congress, the U.S. Department of Justice (DOJ) and other Federal agencies, the media, public interest and industry groups, State and local governments, their associations, and the public.

- a. **POLICY AND PROGRAM EVALUATION DIVISION.** The Policy and Program Evaluation Division (PPED), under the supervision of a Director, manages policy and guidance development and coordination, national and regional program evaluation activities, and special programs support under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), the Oil Pollution Act (OPA), and other remediation programs. This mission is conducted in close coordination and interaction with other Divisions in the Office of Site Remediation Enforcement (OSRE), other Offices in the Office of Enforcement and Compliance Assurance, Regional Offices, other EPA Offices, and external organizations including Congress, federal agencies, States, Indian Tribes, and the regulated community.

The Division develops response enforcement policy and guidance in support of all aspects of these statutory programs including CERCLA, RCRA Subpart F, RCRA §§ 3007, 3013, 7003, OPA implementation, and the Agency's Underground Storage Tanks (UST) Program, as well as various interrelated administrative programs including the Agency's environmental justice and equity initiatives, natural resource damage claims, and Natural Resource Trustee coordination, state and tribal coordination, ecosystems protection, Alternative Dispute Resolution, and waste minimization. The Division incorporates centers of expertise to support policy and guidance development, implementation, training, and evaluation of response enforcement and remediation programs. The PPED also conducts strategic planning in support of intermediate and long-term goals and objectives in these programs, and establishes priorities and targets for annual accomplishments in participation with other offices in OSRE. PPED participates in program workgroups and reviews technical guidance for enforcement concerns.

The Division is responsible for conducting trends analyses to assist in the evaluation of the status and accomplishments in these programs, and to forecast future program directions, taking into account a variety of considerations including those of the public, Congress, the regulated community, OSWER, OECA and other stakeholders in EPA's site response programs. The Division also performs selected national and regional evaluations and assessments to monitor and document the progress of implementation of policies and guidance in these programs. The Division recommends the need for revision of policies and guidance, and development of information systems, focusing on aspects of the program necessary to accomplish its mission. The Division also coordinates external policy matters, handles matters relating to the enforcement aspects of CERCLA reauthorization, and environmental equity matters related to site remediation enforcement, and provides ADR guidance to all OECA program offices.

- b. **REGIONAL SUPPORT DIVISION.** The Regional Support Division (RSD), under the supervision of a Director and Deputy Director, provides the primary point of contact for the regions with respect to contemplated civil and administrative enforcement actions under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), Resource Conservation and Recovery Act (RCRA), the Oil Pollution Act (OPA), and the Agency's Underground Storage Tanks Program.

The RSD, which is responsible for ensuring compliance and enforcement of applicable EPA remediation statutes and regulations, conducts reviews of selected civil enforcement litigation referrals from Regional and media program offices and assures consistency of individual cases with procedural requirements and established policies. In conjunction with Regional Administrators or Assistant Administrators, as appropriate, and the Department of Justice, the Division prepares overall litigation strategies, provides litigation support, and reviews settlements for adherence to national policy and adequacy of results. In selected cases, the Division will participate in, or manage, negotiations, preparation of litigation documents and settlement agreements, and development and presentation of the government's case in court.

The Division includes regional coordinators, providing a central point of contact and information for regions. The regional coordinators serve to keep the regions informed of policy and case developments, to share the experiences of other regions in order to translate areas of success, and to monitor and support the regions in meeting the established program priorities. The Division staff identifies and analyzes compliance and enforcement issues, proposes alternate actions to appropriate authorities, and provides technical support for enforcement actions through staff scientific and engineering experts.

The Regional Support Division maintains close interaction with the Program Evaluation and Policy division, identifying policy or guidance needs, participating in the development of policy or guidance, and providing feedback on the impact of policies and guidances.

The Division provides a focal point at Headquarters for oversight of site-specific enforcement activity, and maintains liaison with the program offices, especially OERR and OSW, the Office of General Counsel, other OECA and EPA offices, the Department of Justice, and external organizations, including Congress, federal agencies, States, Indian Tribes and the regulated community.

July 31, 2001

MEMORANDUM

SUBJECT: Temporary Delegation for Administrative Enforcement and Information Gathering Pursuant to the Mercury-Containing And Rechargeable Battery Management Act, 42 U.S.C. §§ 14301-36, and 40 C.F.R. Part 22

TO: Sylvia K. Lowrance, Acting Assistant Administrator
Office of Enforcement and Compliance Assurance

Pursuant to Sections 5 and 6 of the Mercury-Containing And Rechargeable Battery Management Act, 42 U.S.C. §§ 14301-36, and 40 C.F.R. Part 22, you are hereby delegated the following authorities:

Section 5

- a. To make determinations of violations of the Act; to issue warning letters or other notices; to file administrative complaints and orders against alleged violators of the Act for the purpose of proposing civil penalties, requiring compliance, or both, as provided for in the Act; and to negotiate and sign consent agreements memorializing the settlements between the Agency and respondents.
- b. To represent the Agency in administrative enforcement actions for civil penalties and injunctive relief conducted under the Mercury-Containing And Rechargeable Battery Management Act.
- c. To negotiate consent agreements between the Agency and respondents resulting from such enforcement actions; to initiate an appeal from an administrative determination; and to represent the Agency in such appeals.
- d. To sign consent agreements between the Agency and respondents resulting from such enforcement actions.
- e. To issue consent orders memorializing settlements between the Agency and respondents resulting from administrative enforcement actions under the Mercury Containing And Rechargeable Battery Management Act.
- f. To issue final orders assessing penalties or requiring compliance, or both, under the Mercury-Containing And Rechargeable Battery Management Act.

- g. To issue subpoenas for the attendance and testimony of witnesses, and for production of documents, papers, etc.

Section 6

- h. To inspect any establishment, facility or other premises in which records or reports in the possession of a person that is required to carry out the objectives of this Act are held. Any such inspection shall be conducted in accordance with Section 6 of the Act.
- i. To request the Department of Justice to obtain and execute warrants for the purpose of performing inspections and information gathering.
- j. To carry out or require the carrying out of any other inspection and information gathering activities authorized by the Act.
- k. To designate representatives of the Administrator to perform the functions in subparagraphs h, i, and j, above.

This temporary delegation of authority will remain in effect until December 31, 2001, unless extended or superseded by a subsequent delegation(s). This delegation is limited to the purposes stated above and may be exercised only within the limitations of the Act. These authorities may be redelegated to the Division Director level, or equivalent, and may not be redelegated further.

/s/

Christine T. Whitman



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JUN - 2 2015

MEMORANDUM

SUBJECT: Temporary Delegation of Authority Under Section 405(b) of the Toxic Substances Control Act

FROM: Gina McCarthy

A handwritten signature in blue ink, appearing to read "Gina McCarthy", is written over the name.

TO: James J. Jones, Assistant Administrator
Office of Chemical Safety and Pollution Prevention

I hereby grant temporary authority to you, in your capacity as the assistant administrator for the Office of Chemical Safety and Pollution Prevention, to perform the functions and duties authorized by Section 405(b) of the Toxic Substances Control Act. This temporary delegation will remain in effect until one year from the date of this memorandum unless extended or superseded by a subsequent delegation.

Temporary Delegation of the Authority under Section 405(b) of the Toxic Substances Control Act

1. AUTHORITY.

The authority to perform the functions and duties authorized by Section 405(b) of the Toxic Substances Control Act.

2. TO WHOM DELEGATED.

The assistant administrator for the Office of Chemical Safety and Pollution Prevention.

3. LIMITATIONS.

Before issuing an action under this temporary delegation of authority (e.g., to enter into an agreement with external voluntary accreditation bodies to certify laboratories as qualified under the National Lead Laboratory Accreditation Program established pursuant to TSCA Section 405(b)), OCSPP shall consult with the Office of General Counsel.

4. REDELEGATIONS.

- a. The OCSPP assistant administrator may redelegate this temporary authority to the office-director level or equivalent, and it may be further redelegated to the division-director level or equivalent, and no further.
- b. An official who redelegates authority does not divest herself or himself of the power to exercise that authority, and any redelegations can be exercised by management officials within the chain of command to the lowest level of the delegated authority.
- c. An official who redelegates authority may revoke such redelegation at any time.

5. REFERENCES.

Section 405, Toxic Substances Control Act, 15 U.S.C. 2685.



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JUL 13 2015

MEMORANDUM

SUBJECT: Temporary Delegation of Authority for the Deputy Chief Financial Officer to Perform Duties Delegated to the Chief Financial Officer

FROM: Gina McCarthy

A handwritten signature in dark ink, appearing to read "Gina McCarthy", is written over the "FROM:" line.

TO: David Bloom, Deputy Chief Financial Officer
Office of the Chief Financial Officer

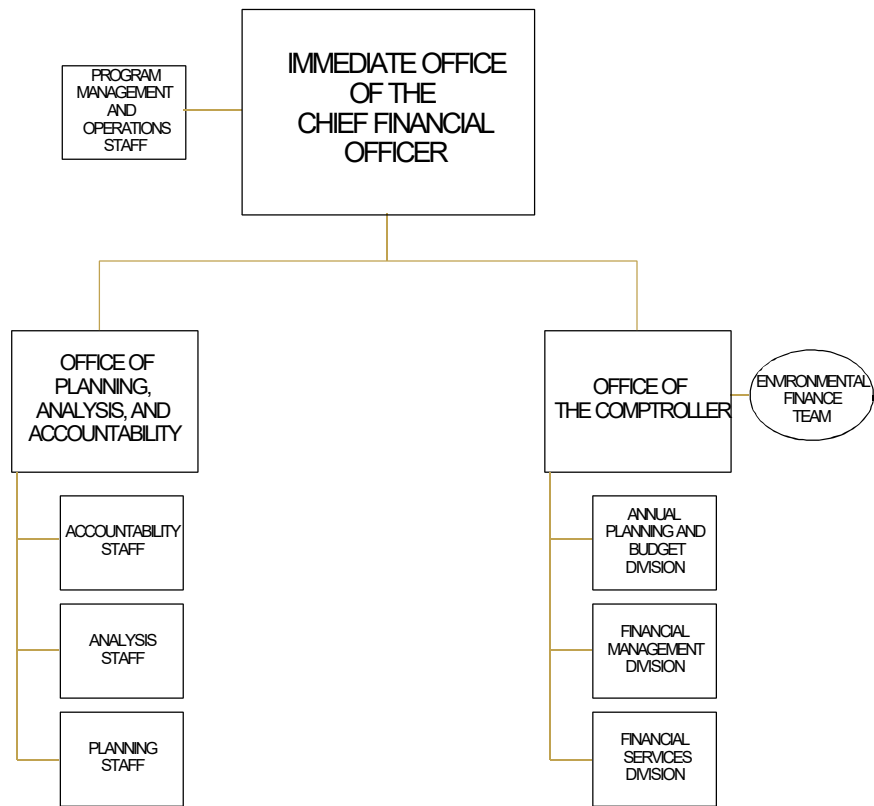
I hereby grant authority to you in your capacity as the deputy chief financial officer for the U.S. Environmental Protection Agency's Office of the chief financial officer to take necessary action in performing all functions and duties previously delegated to the chief financial officer that could have been redelegated to a subordinate official in OCFO. In the event that another EPA official becomes the deputy chief financial officer in a non-acting capacity before this delegation expires, this delegation continues in effect for the position of the deputy chief financial officer.

Temporary Delegation of Authority for the Deputy Chief Financial Officer to Perform Duties Delegated to the Chief Financial Officer

1. **AUTHORITY.** To take necessary action in performing all functions and duties previously delegated to the chief financial officer that could have been redelegated to an OCFO subordinate official. The deputy chief financial officer is also designated as the responsible official when a limitation in delegations, orders or manuals requires other agency offices or regions to consult, coordinate with or obtain the approval or concurrence of the chief financial officer before taking action.
2. **TO WHOM DELEGATED.** Deputy chief financial officer for the Office of the Chief Financial Officer.
3. **LIMITATIONS.** This temporary delegation of authority is limited to the purposes stated above and will remain in effect until the Senate confirms a presidentially appointed nominee for chief financial officer or the President makes a recess appointment to fill the vacant position. It does not supersede or alter any previous redelegations of authority made by the chief financial officer.
4. **REDELEGATION AUTHORITY.** The deputy chief financial officer may redelegate authority consistent with the agency's delegations, orders and manuals. Such a redelegation would not divest the deputy chief financial officer of the power to exercise that authority, which the deputy chief financial officer or the Administrator may revoke at any time.
5. **REFERENCES.** None.

OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

OCFO ORGANIZATIONAL CHART



OCFO FUNCTIONAL STATEMENT

1. **IMMEDIATE OFFICE OF THE CHIEF FINANCIAL OFFICER.** The Chief Financial Officer is responsible for developing, managing, and supporting a goals-based management system for the Agency that involves strategic planning and accountability for environmental, fiscal, and managerial results; Agency-wide budget, resources management and financial management functions including program analysis and annual planning, budget formulation, preparation and execution; controls and systems for payroll and disbursements.
 - a. **PROGRAM MANAGEMENT AND OPERATIONS STAFF.** The Program Management and Operations (PMO) function, under the supervision of the Senior Budget Officer, provides support to the CFO and DCFO on matters relating to program management, budget, and administrative operations. This function includes: providing management advice and assistance to the Chief Financial Officer and components of the Office of the Chief Financial Officer; developing policies and guidance on administration and program management and issues procedures/guidelines for implementation by OCFO's component offices; directing and overseeing OCFO budget preparation, justification, and execution; personnel and human resources management, and information resources management; overseeing OCFO's management integrity process and the tracking of Inspector General audits and reports; serving as liaison and coordination with the Office of Administration and Resources Management in the areas of personnel management, grants and contracts administration, facilities and support services, automated data processing, health and safety services and organizational and management services; serving as liaison with the Office of Civil Rights, the Office of Small and Disadvantaged Business Utilization, the Office of Cooperative Environmental Management, and with the Office of the Executive Secretariat for tracking controlled and congressional correspondence.
2. **OFFICE OF PLANNING, ANALYSIS, AND ACCOUNTABILITY.** The Office of Planning, Analysis, and Accountability (OPAA), under the supervision of a Director, is responsible for developing, managing, and supporting a goals-based management system for the Agency that involves strategic planning and accountability for environmental, fiscal, and managerial results. OPAA works with the Office of the Comptroller (OC) to integrate goals-based decision making into the allocation of Agency resources through multi-year and annual planning and the annual budget process. OPAA manages and coordinates Agency compliance with the Government Performance and Results Act and related Congressional, Administration, or Agency requirements or initiatives.
 - a. **ACCOUNTABILITY STAFF.** Under the supervision of a Director, the Accountability Staff is responsible for the following: designs, develops, implements, and maintains an Agency-level process for identifying, collecting, analyzing, and reporting performance and resource information as required by GPRA and as otherwise needed by Agency managers to direct a results-driven planning and budgeting system. Prepares annual accountability or performance reports using information submitted by Agency offices, assessing the Agency's performance against the annual performance goals, analyzing progress toward strategic goals, and explaining deviations from goals and impediments encountered. Works closely with other EPA offices involved in outreach and communications. Also works with EPA offices involved with information collection and dissemination, such as OP and the Center for Environmental Information and Statistics. Establishes, implements, and manages Agency-wide policies for management integrity and audit follow-up to meet the requirements of the Federal Managers' Financial Integrity Act, the Inspector General Act Amendments of 1988, respectively, and selected provisions of the Chief Financial Officers Act of 1990. Works with program managers and the senior leadership on management controls to assess EPA's vulnerability to waste, fraud, abuse, and mismanagement; to identify and correct systemic weaknesses; and to provide technical assistance for instituting strategies for quality and continuous improvement of Agency programs and operations. Establishes and implements a comprehensive Agency-wide audit program for responding effectively to Inspector General audits, ensures that audits are resolved timely and appropriately, ensures that weaknesses identified in audits are corrected, and advises EPA senior managers of sensitive or significant audit issues. Provides primary OPAA interface with various information resources management activities and initiatives that are related to results-based management.

- b. **ANALYSIS STAFF.** The Analysis Staff, under the supervision of a Director, is responsible for the following: conducts analysis to support the Agency's senior leadership in making policy and resource allocation decisions inherent in the goals-driven management system required by GPRA; helps EPA use objective criteria to make priority-setting and resource-allocation decisions designed to achieve measurable human health and environmental results in the most effective and efficient manner; participates in preparing protocols and guidance to allow Agency offices to provide information that is comparable across offices/programs and utilizes cross-program analyses to provide comparisons of the risk reduction potential, benefits and costs and the cost-effectiveness of EPA funded programs; facilitates the collection and provision of information that helps to identify environmental and other issues that are appearing on the horizon and to make an initial determination of the need for EPA activity to deal with such issues; coordinates and guides Agency efforts in the development and tracking of environmental outcome measures or environmental indicators (e.g., physical, chemical, biological, ecological measures); works with and provides assistance to program offices and works with ORD to further the development and use of environmental data and outcome measures/indicators through research; and serves as OPAA's primary interface with ORD, the Science Advisory Board, and other EPA and external organizations working with scientific and economic information relevant to environmental results and other aspects of strategic planning and GPRA compliance.
- c. **PLANNING STAFF.** The Planning Staff, under the supervision of a Director, is responsible for the following: oversees the strategic planning process, including design of the Strategic Plan and its submission to the Office of Management and Budget (OMB) and the Congress and EPA's stakeholders and partners; works with EPA offices and external stakeholders to establish the Agency's strategic decisions, long-term goals, and general strategies for attaining the goals; designs the process and guidance for formulating objectives, performance goals & measures and coordinates their development by EPA offices; manages and supports an annual meeting of the Agency's senior leadership to determine the coming year's priorities for budget-setting; designs and oversees a multi-year planning process linking annual Agency activities to achievement of the Strategic Plan goals and objectives; facilitates program and regional planning and performance-measurement activities on an on-going basis, lending assistance as "Desk Officers" for each of the Agency's strategic goals; works with the Office of the Comptroller's Annual Planning and Budget Division to design a process to guide the preparation of annual performance plans by EPA offices, containing annual performance goals, alternative resource needs scenarios, and performance measures, based upon multi-year planning; assists the Office of the Comptroller and Agency offices in the development of these plans and the annual budget request derived from them; develops and manages an outreach and stakeholder involvement effort in support of OPAA activities with particular focus on GPRA compliance; develops and provides training courses and materials for furthering the understanding and effective implementation of the PBAA and GPRA processes; provides program/region-specific assistance to other OPAA staffs on such activities as performance evaluation and reporting; and serves as the primary OPAA interface with related efforts such as the National Environmental Performance Partnership System, Performance Partnership Grants, Headquarters-Regional management agreements, and program-specific strategic planning efforts.

- 2. **OFFICE OF THE COMPTROLLER.** The Office of the Comptroller, under the supervision of the Comptroller, is responsible for Agency-wide budget, resources management and financial management functions, including program analysis and annual planning; budget formulation, preparation and execution; funding allotments and allocations; and developing and maintaining accounting systems, fiscal controls, and systems for payroll and disbursements. The Chief Financial Officer's resource systems responsibilities are administered by this Office.

- a. **Environmental Finance Team.** Under the direction of a team leader, the Environmental Finance Team is responsible for the following: provides direction and Agency-wide leadership for implementing the Agency's environmental financing program to develop alternative financing methods for meeting the nation's environmental needs; manages the Environmental Financial Advisory Board—a Federal committee comprised of prominent leaders from Congress, State and local governments, and the finance and investment banking communities on environmental, legislative and taxation issues, particularly with regard to their impact upon local government and small communities; manages the Environmental Finance Center (EFC) Network, a university-based program providing financial outreach services to regulated communities on lowering costs of compliance and pollution prevention and increasing investments in environmental protection consisting of six Regional Centers that share information and expertise on finance issues and engage jointly

in projects; manages the Environmental Financing Information Network (EFIN), an outreach service offering electronic access to environmental financing information on financing alternatives for State and local environmental programs and projects and whose services include a World Wide Web site, an on-line data base, referrals to an expert contact network, infoline, and distribution of Environmental Finance Program publications.

- b. **ANNUAL PLANNING AND BUDGET DIVISION.** Under the supervision of a Director, APBD is responsible for the following:

- 1) **SYSTEMS AND INFORMATION MANAGEMENT BRANCH.** Designs, operates, and maintains automated systems in accordance with Agency standards on the mainframe and/or on the local area network (LAN); interfaces planning and budgeting systems with other automated data management systems, including payroll and personnel; automates the monthly utilization report for senior managers and for developing an Agency-wide PC&B reporting system; and develops, implements and maintains an Agency-wide budget formulation system.
- 2) **RESOURCE PLANNING AND REGIONAL OPERATIONS BRANCH.** Manages the Agency's annual budget process, including development and coordination of the budget process and resource allocation plans, implementation of the annual operating plans, development and integration of Annual Plan with the budget, and development and maintenance of budget data and information systems; implements, monitors, and controls development of the Agency's operating and resource allocation plans, including implementation of congressional appropriations; reviews current year plan, including monthly resource utilization monitoring and review of requested resource shifts; designs and coordinates a three-year planning and budget process for the current year, operating year, and budget year (this includes preparing and distributing guidance to the Agency for each step of the process); serves as the Regional office liaison on budget issues; and reviews and develops recommendations for regional budget requests, including reviewing and analyzing major budget change proposals that impact the operating plan.
- 3) **FORMULATION, CONTROL AND POLICY BRANCH.** Monitors expenditures of Agency funds; ensures that EPA complies with the Anti-Deficiency Act and other executive branch and Congressionally imposed fiduciary controls; tracks, analyzes and reports to the Administrator on all legislation affecting the Agency's appropriations; develops and maintains policy and guidance related to all areas of budget formulation and execution; acts as primary Agency Liaison with Congress on all matters pertaining to the Agency's budget and appropriations; apportions, reapportions, allots and issues allowances for Agency funds; monitors the status of current year funds, including periodic utilization reviews and reports on all authority (both budget and reimbursable); prepares and implements systems, policies, guidance, procedures and reports for Agency-wide funds control and ensuring Agency compliance with all administrative, legal and Congressionally imposed funds control requirements; prepares analyses and guidance documents to manage the issuance of funds and process reprogramming documents for those issuances, including but not limited to New Obligation Authority (NOA), Congressional Earmarks, carryover, reimbursable authority, recovery authority, overruns, and end of year funds for all Agency resources; establishes and maintains current year IFMS budget tables and other reference tables and reviews and disposes of all reprogramming documents; develops and maintains budget execution policy and guidance affecting the issuance or control of funds including, but not limited to, start of year and end of year guidance, advice of allowance letter, travel and administrative ceiling policies, and various policies and procedures on reprogrammings, carryover, overruns, recertifications and state grant limitations; monitors Congressional action and administration guidance in the event of an agency shut down and if necessary, prepares Agency-wide guidance, notification, and instruction; develops guidance to prepare and coordinate final preparation and/or submission of OMB Budget Submission and the annual Justification of Appropriation Estimates for Congress and prepares EPA's portion

of the President's Budget, Appendix and supporting reports; monitors Congressional appropriation action and provides responses to Congressional inquiries; coordinates materials for preparation of Congressional budget appropriation hearings and all agency follow-up to those hearings; prepares Agency responses to General Accounting Office (GAO) recommendations and GAO draft documents required by Public Law; communicates with and involves Agency senior managers in significant GAO reviews on meeting national environmental goals and program effectiveness and efficiency issues; advises senior leadership on GAO-related concerns involving sensitive issues, Congressional matters and media attention; develops and maintains professional relations between EPA and GAO senior managers to promote communications on Agency goals and programs; maintains a network of contacts throughout Assistant Administrator and Regional Administrator offices to coordinate GAO program evaluations and responses to recommendations; supports GAO's presence at EPA by facilitating meetings between EPA and GAO managers, negotiating differences of opinion between EPA and GAO and among EPA offices, and other related services.

- 4) **MULTI-MEDIA ANALYSIS BRANCH.** Manages the budget process, including current, operating and outyear budgets; develops the Annual Plan; identifies policy and resource issues for analysis and resolution; develops, reviews and quality assures Agency budget and Annual Plan requests for OMB and Congressional submissions; prepares briefing materials for Congressional and OMB hearings; develops, reviews and quality assures Agency information prepared at the request of Congress and OMB; provides expert advice and customer services to the Agency's internal and external resource communities; participates in preparation, analysis and evaluation of resource effects of authorizing legislation; develops and carries out various analytical budget projects for the following offices and programs: Office of Air and Radiation, Office of Water, Office of Prevention, Pesticides and Toxic Substances, Office of Research and Development, and Office of Enforcement and Compliance Assurance; and tracks cross-Agency programs, such as the Environmental Technology Initiative, the Common Sense Approach, Ecosystem protection, and User Fees.
 - 5) **TRUST FUNDS AND ADMINISTRATION ANALYSIS BRANCH.** Manages the budget process, including current, operating and outyear budgets; development of the Annual Plan; identifies policy and resource issues for analysis and resolution; develops, reviews and quality assures Agency budget requests for OMB and Congressional submissions; prepares briefing materials for Congressional and OMB hearings; develops, reviews and quality assures Agency information prepared at the request of Congress and OMB; provides expert advice and customer services to the Agency's internal and external resource communities; participates in preparation, analysis and evaluation of resource effects of authorizing legislation; develops and carries out various analytical budget projects for the following offices and programs: Office Solid Waste and Emergency Response, Office of Administration and Resources Management, Office of General Counsel, Office of Inspector General, Office of Policy, Office of the Chief Financial Officer, Office of International Activities, and Office of the Administrator; manages and tracks Agency-wide Superfund, LUST and Oil trust fund programs; and manages and tracks revenues to and expenditures from the superfund, LUST and Oil trust funds.
- d. **FINANCIAL MANAGEMENT DIVISION.** Under the supervision of a Director, is responsible for the following:
- 1) **WORKING CAPITAL FUND STAFF.** The Working Capital Fund Staff, under the supervision of a Director, is responsible for the following: Provides the overall day-to-day management, coordination and planning for the Fund. Develops and recommends WCF policies and procedures and monitors implementation of Agency policy as it relates to the Fund. Provides staff support to the WCF Board and performs the business operations necessary to organize and conduct Board meetings. Serves as liaison among the WCF Board, customers and WCF Activity Managers. Directs the formulation of the Fund's

budget and monitors execution of the Fund's budget, including the analysis of monthly financial reports. Reviews and analyzes proposed billing rates. Prepares and provides periodic financial reports and accompanying notes regarding the status of the Fund Activities to each member of the Board of Directors. Provides technical assistance to WCF clients relative to the WCF Service Agreement process. Assists new WCF Activities with planning and implementation of WCF services to be offered by the Fund. Reviews and provides assistance to WCF Activity Managers regarding assignment of direct cost, methodology for indirect cost allocation, and cost allocation basis. Performs analytical reviews of periodic cost data to determine and resolve inconsistencies between budgeted and actual service center costs. Establishes and monitors performance measures for the Fund. Performs specific reviews of Fund Activity operations and provides recommendations for enhancing and/or improving those operations. Performs costs distributions for WCF workforce related services. Works with the Office of the Inspector General relative to WCF audits.

- 2) **FINANCIAL POLICIES, PROCEDURES AND COMPLIANCE BRANCH**. Develops and issues Agency-wide resources management policies and procedures including the establishment of standard accounting practices; reviewing and interpreting legislative proposals, legislation and central Agency regulations for financial impact and policy development needs; maintaining the Resources Management Directives System which consolidates the Agency's resource management, accounting and financial policies; maintaining the on-line Agency directives system for the Office of the Comptroller; providing technical consultations and interpretation of all accounting and resources management matters including the appropriate use of funds; formulating relevant regulations, policies and procedures necessary to implement Federal mandates and related financial system functional requirements; evaluating Agency financial practices, accounting and fiscal activities to determine need for revised policies and system changes; maintaining liaison with Central Agencies (Office of Management and Budget, Treasury Department, General Accounting Office, Office of Inspector General, General Services Administration, etc.); develops and manages the Comptroller's Agency-wide Financial Management Quality Assurance Program, evaluating financial management internal controls within the Office of the Comptroller including the Agency's accounting system and maintaining its security function and reporting on these activities as required under OMB Circulars A-123 and A-127; develops and prepares the annual CFO's analysis of the Agency's financial statements and audit results, supporting the development of the consolidated management accountability report, and managing and reporting on the CFO/Senior Resource Official Performance Measures; provide technical assistance to other Office of the Chief Financial Officer components and program offices to meet audit resolution and integrity act financial management control requirements; provides analytical and strategic planning support to the Chief Financial Officer on matters related to the implementation of the CFO Act and related management reform legislation; develops the CFO strategic and operational plans as well as coordination of CFO reporting requirements; and develops and monitors implementation of the CFO annual Financial Management Status Report and Five Year Plan.
- 3) **FINANCIAL REPORTS AND ANALYSIS BRANCH**. Develops reporting formats and techniques of presentation to satisfy special needs and conducts analyses and evaluations of reported financial data for use by senior Agency management; produces financial statements for the Agency as required by the Treasury Department, the Office of Management and Budget, the General Accounting Office, and others; manages and maintains the Agency's general ledger; coordinates with the Annual Planning & Budget Division on the establishment and maintenance of the Agency's accounting and budget structures in the Agency's accounting system; oversees Agency's management of accounts receivable and acts as focal point for debt management activities such as project officer for contracts with private collection agencies, and the Agency's Claims Officer and liaison for debts referred to the Office of General Counsel and the Department of Justice; oversees

imprest funds and core financial management activities Agency-wide; provides focal point for finance offices that need financial information or assistance and serves as the main point of contact for coordination of financial activities for the Office of the Comptroller; trains and monitors finance staff in accounting for cost recoveries, penalties, state cost share, cashouts and interpretation of judicial decrees Plans; coordinates and manages all fiscal year end close out and startup activities for the Agency's financial management functions; monitors Agency's Trust funds and optimizes investment returns; works with regional finance offices to monitor and report activities under State Tribal and Assistance Grants (STAG) programs; prepares and provides audit support for the Agency's annual financial statements required by the Chief Financial Officer's (CFO) Act of 1990 ensuring appropriate integration of all management requirements mandated by the CFO Act; executes Agency-wide responsibility in leading the efforts to develop and report on the Chief Financial Officers's core financial management performance measure, including implementation of the Agency's National Quality Assurance Program for core financial management functions; coordinates and executes all actions concerning the Financial Management Workload Model; and training and establishing certifying officers Agency-wide with the Treasury Department.

- 4) **FINANCIAL SYSTEMS BRANCH.** Manages, maintains, and enhances EPA's Integrated Financial Management System (IFMS), EPA Payroll System (EPAYS), Management Accounting and Reporting System (MARS), Consolidated Payroll Redistribution System (CPARS), and related systems, which support budgeting, funds control, accounting, payroll and financial management, and associated reporting tools Agency-wide; identifies, evaluates, and prioritizes for development, system requirements to meet user needs and new external requirements established by Congress, OMB, Treasury and others; translates user and external requirements into functional specification documents that are given to contractor programmers for coding and incorporation into the existing systems; manages and conducts complete functional testing of all modifications and enhancements to the software to ensure that requirements were met and that the changes, have not adversely affected overall system functionality; manages and coordinates among users, the Office of Information Resources Management's Enterprise Technology Services Division (ETSD), and other affected parties the installation of these modifications and enhancements in new system releases and subreleases; conducts training programs for all Agency users of the budget, financial, payroll and reporting systems, including actual classroom training; monitors reporting software and technical developments that provide opportunities for better meeting user needs, conducts analyses of these developments, makes recommendations, and follows through on their implementation where appropriate; supports "hotlines" to which users may call in for assistance with problems and questions; participates in the development and execution of electronic interfaces with other internal EPA systems, Treasury, and OMB systems and EPA vendors; maintains system security functions including Resource Access Control Facility (RACF) Security; receives, reviews, and processes as appropriate system access requests, and establishes profiles for individual staff based on assessment of staff needs; conducts system assurance checks to ensure that data is being properly captured in the integrated financial management system; maintains a system of "alerts" to users on the availability and status of the integrated financial system; maintains a variety of system tables for users to ensure their currency and completeness; participates in the preparation and execution of Disaster Recovery Plans, including periodic tests to ensure preparedness in case Plan must be used; maintains, and updates annually a Strategic 5 Year Plan for systems development, and participates in the development of IFMS budget requests to accomplish the objectives laid out in that Plan; conducts reviews of financial systems to ensure that they comply with CFO, JFMIP, FMFIA, OMB, GPRA, etc., requirements and responds to audits conducted on these systems; manages the ADP activities and functions related to the operation, maintenance, and enhancement of the financial systems. These functions include managing the data processing cycle and database administration tasks; monitoring system online and offline performance; overseeing the online and nightly cycles; developing and implementing database system controls and

assurance; and ensuring that system enhancements and modifications follow system lifecycle and change management procedures; oversees contractual software efforts which support the operation, maintenance, and enhancement of the financial systems and performs contractor administration activities to ensure conformance with functional requirements and Agency contract management policies.

- 5) **PROGRAM AND COST ACCOUNTING BRANCH.** Implements cost accounting requirements stemming from the Federal Accounting Standards Advisory Board, Managerial Cost Accounting Standard, and statutory mandates for cost accounting such as the Chief Financial Officers Act, the Government Performance and Results Act (GPRA), and the Federal Financial Management Improvement Act of 1996. This includes: identifying the Agency's existing cost accounting capabilities, determining the Agency's final cost objectives, developing cost allocation methodologies for the identification and allocation of national and program-specific indirect costs to final cost objectives; responsible for financial reporting involving detailed cost accounting data for program office needs or for agency-wide requirements such as GPRA; develops necessary specialized financial reporting capabilities such as the Superfund Cost Organization Recovery Enhancement System (SCORE\$) for Superfund cost recovery whose objective is to clearly report to management and other stakeholders the total costs, direct and indirect, of Agency programs; individually and collectively develops all specialized cost accounting applications such as indirect costs and contractors' annual allocation for the Superfund cost recovery program. Specific applications include indirect costs for the Oil Spill program and the RCRA program; develops indirect cost policies applicable for reimbursable interagency agreements and for other reimbursable situations such as Superfund cash-outs; as necessary, provides expert technical assistance in cost accounting and program accounting issues for legal and enforcement proceedings including testimony at trials, depositions, affidavits, regulation writing, and other forms of assistance to legal staff; determines and implements national documentation requirements for cost accounting purposes such as financial documentation required for Superfund cost recovery; develops systems such as Superfund Cost Recovery Image Processing System which support this need; provides regions with site-specific documents for financial transactions processed by Headquarters; develops quality assurance plan for cost accounting; develops proposals and recommends financial management policies which are unique to specific programs that arise solely due to provisions or requirements of programs' authorizing legislation or special provisions in appropriation legislation; responsible for reviewing authorizing legislation to determine impact on financial management; develops close working relationships with all program offices in developing cost accounting requirements and processes and implementing cost accounting and other applicable financial management policies to meet program office and agency-wide needs for financial information; works with program and other offices in reviewing and/or determining user fees; and considers the requirements of appropriation laws (including EPA's specific appropriations) and the Working Capital Fund in developing cost accounting policies.

e. **FINANCIAL SERVICES DIVISION.** Under the supervision of a Director, is responsible for the following:

- 1) **OPERATIONS SYSTEMS STAFF.** Provides a focal point for operational ADP activities for the Financial Services Division which include Financial Management Centers in Cincinnati, Las Vegas, Research Triangle Park, and Washington, D.C., including: 1) operations and maintenance activities for the Contract Payment System (CPS); 2) developing and maintaining software applications which will enhance the ability of the Financial Management Centers to carry out their missions; 3) coordinating with other national systems (i.e., IFMS, GICS, and ICMS) to ensure that operational users needs are met by enhancing and/or developing application interfaces; 4) integrating new technology within existing IRM applications to maximize the productivity of the operational users (i.e., Electronic Payments, Electronic Data Interchange (EDI), Image Technology, Electronic Forms, etc.); 5) assisting with the preparation of the annual A-127 Report to OMB; 6)

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administering the ADP security program for all supported ADP applications; 7) maintaining and testing the CPS Disaster Recovery Plan; and 8) auditing ADP systems with respect to internal controls. Responsible for ensuring that the computing requirements (both hardware and software) are fully satisfied by either local PC, workstations, servers, and LAN's or the central computing resources provided by the Enterprise Technology Services Division's (ETSD's) National Computer Center (NCC).

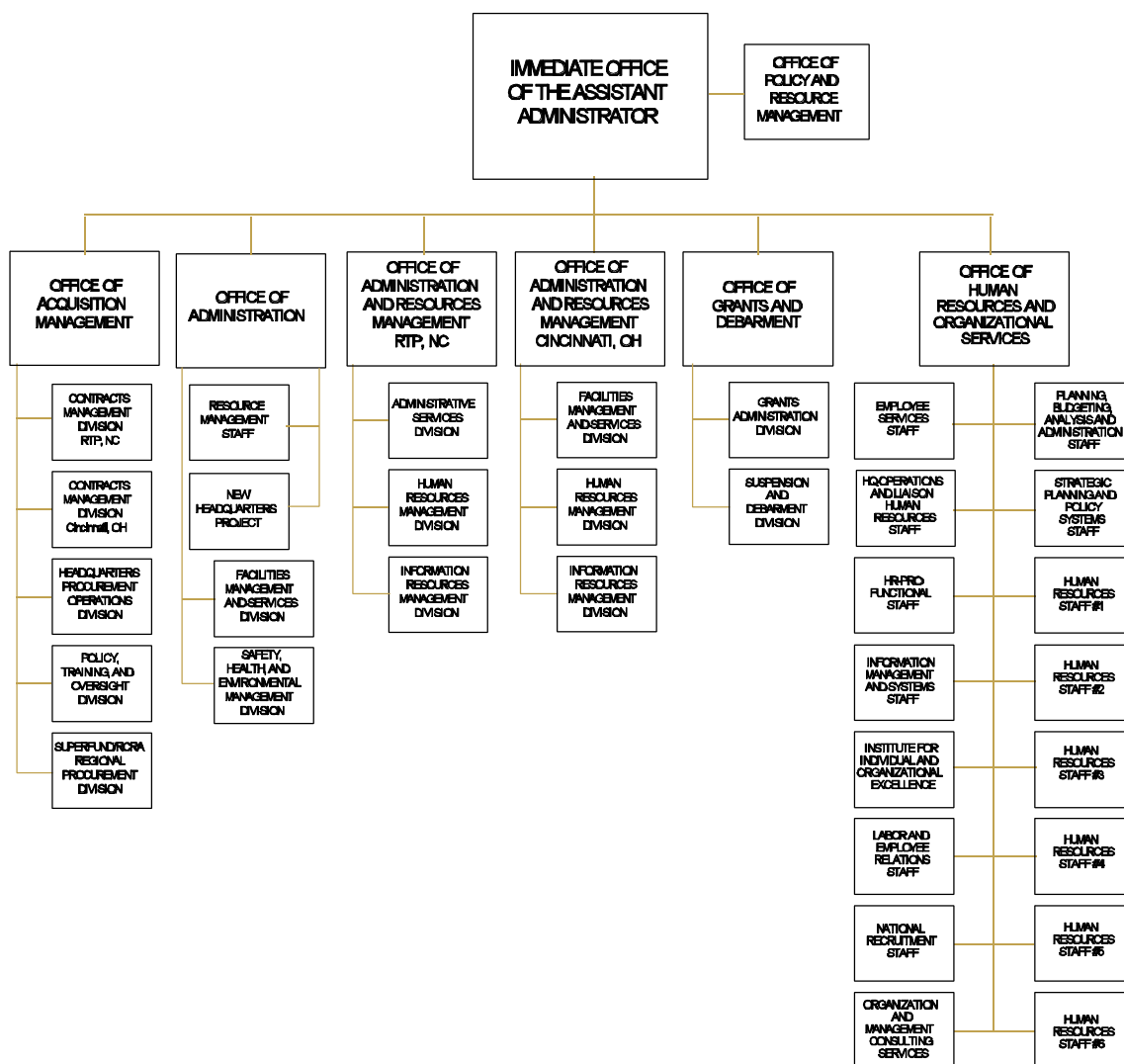
- 2) **CINCINNATI FINANCIAL MANAGEMENT CENTER.** Provides a full range of accounting and financial services to co-located and remote offices and to the Agency for their national responsibilities, has national responsibilities for the payment and collection of Interagency Agreements, processing of the small purchases charge card bill, payment for services from other government agencies such as GSA and GPO, and the payment and collection of monies related to Intergovernmental Personnel Act Assignments. The Center provides accounting services for each of these functions, participates in the formulation of policies and procedures, and insures that there are adequate financial controls. Provides accounting and financial services, which include the recurring functions of verification and processing of transactions from the commitment stage through final disbursement into the Integrated Financial Management System (IFMS). These transactions include government travel, procurement orders, government training, government bills of lading and other government and miscellaneous vendor billings. The Center is responsible for maintaining a viable program of customer assistance and quality assurance within the Office, auditing and certifying invoices for payment, processing collections, maintaining a sound cash management program, conducting training programs on funds control, travel and timekeeping and recommending improvements to Agency financial policies and systems to meet changing requirements.
- 3) **RESEARCH TRIANGLE PARK FINANCIAL MANAGEMENT CENTER.** Provides financial management services to: 1) the Agency and its vendors for all EPA contracts; 2) EPA program offices at RTP and its satellite labs; and 3) the Agency in support of financial operations of the Working Capital Fund. The Center consists of the Contract Payment Section which is responsible for recording contract obligations and adjustments in the Agency's financial management system, processing vendor invoices and issuing associated payments in accordance with the Prompt Payment Act, and distributing costs and preparing site packages for Superfund cost recovery actions. The Center also consists of the Financial Services Section which processes payroll time and attendance (T&A) in EPAYS for all RTP employees and satellite labs, operation of imprest funds at each location; maintaining a travel management program; processing obligations and issuing payments for small purchases; and providing services for the operations of the Working Capital Fund, including entry of customer service orders and authorized adjustments of customer service orders into IFMS.
- 4) **LAS VEGAS FINANCIAL MANAGEMENT CENTER.** Provides accounting support to the Pollution Allowance Program by recording the collections from the sale and disbursing the funds to the participants. The Center manages 150 international assistance agreements in 53 countries totaling approximately \$32 million. Responsible for the consolidation and certification of all Agency Treasury check payments (excluding payroll and contracts). Administers the national program for asbestos grant and loan accounting. The Center provides the full range of accounting and financial services to collocated and remote offices; maintains a viable program of customer assistance and quality assurance within its operation; audits and certifies invoices for payment and processing collections for deposit; optimizes EPA's cash flow through maintaining a sound cash management program; conducts training programs on such subjects as funds control, travel, and timekeeping; and recommends improvements to Agency financial policies and systems to meet changing requirements. In addition to these operations functions, this Office is responsible for the oversight of all imprest funds maintained by Region X; NEIC-Denver,

Colorado; EMSL-Las Vegas, Nevada; and ERL Corvallis, Oregon, for a total of four separate funds.

- 5) **WASHINGTON FINANCIAL MANAGEMENT CENTER.** Provides a full range of accounting and financial services to headquarters program offices and to the Agency for their national responsibilities. Services provided include a full range of accounting and financial management services to EPA's headquarters program offices and vendors; the Agency for the national responsibilities of time and attendance, processing payroll enrollments and cash management, reconciliation and reporting on payroll functions; and project management for payroll and financial accounting data entry and records management contract. The Center consists of the Program Accounting & Support Section which is responsible for providing accounting and financial services, including recording obligations, payments and adjustments for vendor payments for small purchases, travel advances, travel voucher and taxi vouchers; maintaining a travel management program, i.e., coordinator for headquarters travel charge card and travel management center, providing travel and payroll trailing to employees; operating a local imprest fund; collecting and depositing funds; certifying payments and reporting and reconciling local payments; distributing costs and preparing site packages for Superfund cost recovery actions; and providing customer service for the national and local services. The Center also consists of the Payroll Section, which provides the national responsibility for the processing, accounting, reconciling and reporting of the Agency's bi-weekly payroll. This includes processing time and attendance forms and other payroll related forms/documents for approximately 19,000 employees. The Center participates in the review of new legislation and the formulation of payroll policies and procedures to ensure there are adequate financial controls. In addition, the Center participates in various system automation initiatives to improve the timekeeping and payroll process and provides project management oversight for on-site contractors who perform data entry and records management support. This includes planning the scope of work, funding and paying the contract invoice, and monitoring the contractor's performance.

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

OARM ORGANIZATIONAL CHART



OARM FUNCTIONAL STATEMENTS

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Assistant Administrator for Administration and Resources Management

REPORTS TO The Administrator

FUNCTIONS The functions and responsibilities assigned to the **Assistant Administrator of Administration and Resources Management** reflect services provided to all of the programs and activities of the Agency except as may be specifically noted. In addition, the Assistant Administrator has primary responsibility Agency-wide for policy and procedures governing the functional areas outlined below. The major functions of the Office include:

- ! Resources management systems,
- ! Facilities services (including Agency/Federal recycling),
- ! Environmental health and safety,
- ! Administrative services,
- ! Organization and management analysis and systems development,
- ! Procurement through contracts,
- ! Grants management and debarment, and
- ! Human resources management and services.

BACKGROUND AND SUPPLEMENTAL INFORMATION

In the performance of the above functions and responsibilities, the Assistant Administrator for Administration and Resources Management represents the Administrator in communications with the Office Management and Budget, Office of Personnel Management, General Accounting Office, General Services Administration, Department of the Treasury, and other Federal agencies prescribing requirements for the conduct of Government budget, fiscal management and administrative activities.

OARM Mission: “Enhancing public health and environmental protection through effective management of EPA’s human, financial, and physical resources”

OARM Vision: “OARM is recognized throughout EPA as a valued partner in achieving the Agency’s mission.”

OARM Priorities:

- ! Preparing EPA for future challenges by building the skills of its people and fostering diversity
- ! Giving superior customer service while ensuring financial integrity
- ! Building safe and healthy workplaces to do our part to strengthen our communities

OARM Core Values:

- | | | |
|---------------------|-----------------------------|----------------|
| ! Accountability | ! Lifelong Learning | ! Partnerships |
| ! Integrity | ! Rewarding Results | ! Innovation |
| ! Team Work | ! Superior Customer Service | |
| ! Valuing Diversity | ! Open Communication | |

OFFICE OF POLICY AND RESOURCE MANAGEMENT (OPRM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director

REPORTS TO Assistant Administrator for Administration and Resources Management

FUNCTIONS **The Office of Policy and Resource Management (OPRM)** serves as the principal staff to the Assistant Administrator on matters related to program management, budget, human resources and workforce development programs, and administrative operations within OARM. Specific OPRM responsibilities include:

- ! Serves as the Senior Resource Official (SRO) for OARM and, as such, is the primary point of accountability for management integrity; is responsible for the coordination of all integrity issues in OARM; is responsible for integrating the resource management processes with overall budget and strategic planning.
- ! Serves as the principal source of advice and analysis to the AA/OARM on appropriate broad policy direction for OARM, interrelationships among program policies, and the overall effectiveness of these policies.
- ! Develops guidance on and issues procedures on administration and program management for implementation by OARM offices.
- ! Ensures that all cross-cutting activities of OARM are carried out in a consistent and timely manner.
- ! Provides liaison and coordination with other EPA program offices, other Federal agencies, etc. regarding administrative, budget and program management issues.
- ! Serves as the OARM contact point for the Lead Region for management.
- ! Provides staff support to the activities of the President's Council on Management Improvement, and coordinates the involvement of OARM offices as appropriate.
- ! Coordinates OARM's input into responses to Congress, GAO, and OMB.
- ! Manages OARM's controlled correspondence program, and tracks other executive correspondence.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

*Budget, Finance, and Integrity Team***OFFICE OF POLICY AND RESOURCE MANAGEMENT (OPRM)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Team Leader (non-supervisory), Budget, Finance and Integrity Team

REPORTS TO Director of OARM's Office of Policy and Resources Management

FUNCTIONS **The Budget, Finance, and Integrity Team:**

- ! Provides support for the SRO.
- ! Exercises oversight and control, and makes recommendations to the Assistant Administrator on OARM budget formulation, preparation, justification, and execution; financial management; and workyear controls.
- ! Ensures consistency and coordination in the development and application of OARM's financial and management policies.
- ! Serves as Senior Budget Officer (SBO) for OARM.
- ! Manages OARM's internal control process, with responsibility for all issues related to financial integrity, fraud prevention, and audit coordination and follow-up. Responsible for OARM's compliance with the Federal Manager's Financial Integrity Act, conflict-of-interest, and ethics requirements.
- ! Identifies and coordinates the development of corrective actions and reports to address concerns identified in Inspector General and GAO reports, and tracks the completion and centralized reporting of corrective actions by OARM Offices.
- ! Manages OARM's strategic planning and evaluation activities, including the identification of program goals, priorities, objectives, and plans. Coordinates OARM input to the annual Agency accomplishment report, annual Operating Guidance, and the Agency's strategic plan.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

*Information and Human Resources Program Management Team***OFFICE OF POLICY AND RESOURCE MANAGEMENT (OPRM)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD	Team Leader (non-supervisory), Information and Human Resources Program Management Team
REPORTS TO	Director of OARM's Office of Policy and Resources Management
FUNCTIONS	<p>The Information and Human Resources Program Management Team:</p> <ul style="list-style-type: none">! Serves as liaison and coordinator for OARM's activities in human resources management, including planning, oversight and evaluation of personnel allocations, diversity of workforce analysis and recruitment strategies and performance management. Represents OARM on the Agency Human Resources Council, and is the focal point for initiatives proposed by OARM's Human Resources Council.! Coordinates OARM's involvement in information resources planning and integration. Serves as Senior IRM Official (SIRMO) for OARM; develops and maintains management processes to ensure that OARM's use of information resources conforms to Agency requirements.! Represents OARM on the Agency Steering Committee which coordinates EPA's regulatory development process, responsible for coordinating OARM submissions to the Steering Committee, ensuring OARM representation on appropriate regulatory workgroups, and OARM review of regulations proposed by the Steering Committee.! Coordinates publication reviews and outreach programs with OCEPA and other appropriate offices. Manages OARM's compliance with the Freedom of Information Act.
BACKGROUND AND SUPPLEMENTAL INFORMATION	None.

*Policy Coordination and Process Improvement Team***OFFICE OF POLICY AND RESOURCE MANAGEMENT (OPRM)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD	Team Leader (non-supervisory), Policy Coordination and Process Improvement Team
REPORTS TO	Director of OARM's Office of Policy and Resources Management
FUNCTIONS	<p>The Policy Coordination and Process Improvement Team:</p> <ul style="list-style-type: none">! Develops consolidated OARM positions on policy; coordinates responses to requests for OARM comments. Develops OPRM responses.! Handles special projects/studies, as required by senior management.! Ensures the ongoing implementation of reinvention and re-engineering within OARM and OPRM.! Carries out analytical studies. Recommends process changes and improvements in OARM, and proposes and implements solutions.! Applies improved technology for process improvements.! Responsible for developing and managing customer service surveys and other feedback mechanisms for OPRM.! Directs OARM's communications program, providing expertise to OARM Offices in developing OARM communications Strategies for major initiatives and programs. Takes actions to redress common communications problems in OARM Offices.
BACKGROUND AND SUPPLEMENTAL INFORMATION	None.

OFFICE OF ACQUISITION MANAGEMENT (OAM)**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Director, Office of Acquisition Management

REPORTS TO Assistant Administrator for Administration and Resources Management

FUNCTIONS The **Office of Acquisition Management (OAM)** is responsible for:

- ! Policies, procedures, operations and support of the Agency's procurement and contracts management program, from contract planning through closeout.
- ! Managing and formulating OAM's budget.
- ! Serving as the Procurement Executive for the Agency.
- ! Performing special projects.
- ! Managing Office activities.
- ! Competition Advocate responsibilities:
 - Reviewing acquisition plans and justifying for other than full and open competition.
 - Reviewing and coordinating protest files.
 - Serving as liaison to the Office of Small and Disadvantaged Business Utilization to ensure appropriate utilization of preferential procurement programs in Headquarters procurement operations, and providing advice to contract operations.
- ! The Automation Service Center, responsible for:
 - Managing desktop services for the Office.
 - Managing operational modules of the Integrated Contract Management System (ICMS), Small Purchase Electronic Data Interchange (SPEDI), Contract Information System (CIS), Automated Procurement Documentation System (APDS), Contract Delivery Order Tracking System (CDOTS), and other automated procurement systems.
 - Preparing short-and long-term ADP plans for the Office.
 - Coordinating ADP-related training for the Office.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

CONTRACTS MANAGEMENT DIVISION (Cincinnati, OH)
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Contracts Management Division, Cincinnati, OH

REPORTS TO Director, Office of Acquisition Management

FUNCTIONS The **Contracts Management Division** Director oversees the:

- ! Three service centers within the Division. [See Service Centers for ORD, OW, and Specialized Acquisition and Management]. The three Centers provide support for their respective client offices.
- ! Small Business Specialist
- ! Division's administrative and budgetary functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OFFICE OF RESEARCH AND DEVELOPMENT (ORD) ACQUISITION SERVICE CENTER
CONTRACTS MANAGEMENT DIVISION, CINCINNATI, OH
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Manager, ORD Acquisition Service Center

REPORTS TO Director, Contracts Management Division, Cincinnati, OH

FUNCTIONS The **ORD Acquisition Service Center** provides contracting support for the:

- ! Entire National Risk Management Research Laboratory;
- ! National Center for Environmental Assessment;
- ! National Center Environmental Research & Quality Assurance (except the SBIR Program); and
- ! ORD Headquarters including:
 - Office of Research and Science Integration,
 - Office of Science Policy, and
 - Office of Resources Management and Administration.

This support includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration, and
- ! Contract closeout.

Contract types include the full range of cost reimbursable and fixed price arrangements.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OFFICE OF WATER (OW) ACQUISITION SERVICE CENTER
 CONTRACTS MANAGEMENT DIVISION, CINCINNATI, OH
 OFFICE OF ACQUISITION MANAGEMENT (OAM)
 OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Manager, OW Acquisition Service Center

REPORTS TO Director, Contracts Management Division, Cincinnati, OH

FUNCTIONS The **OW Acquisition Service Center** provides contracting support for the entire Office of Water. This support includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration, and
- ! Contract closeout.

Contract types include the full range of cost reimbursable and fixed price arrangements.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**SPECIALIZED ACQUISITION AND MANAGEMENT SERVICE CENTER
CONTRACTS MANAGEMENT DIVISION, CINCINNATI, OH
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Specialized Acquisition and Management Service Center

REPORTS TO Director, Contracts Management Division, Cincinnati, OH

FUNCTIONS The **Specialized Acquisition and Management Service Center** provides:

- ! Complete contracting support for construction/A&E requirements Agency-wide.
- ! Complete contracting support for all requirements for the:
 - (except ADP) Office of Management and Administration, Cincinnati, and
 - (except simplified acquisitions and ADP) Office of Air (Ann Arbor);
 - Office of Solid Waste and Emergency Response's (ERD).

The support for all customers includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration, and
- ! Contract closeout.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

CONTRACTS MANAGEMENT DIVISION (RTP, NC)
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Contracts Management Division, RTP, NC

REPORTS TO Director, Office of Acquisition Management

FUNCTIONS The **Contracts Management Division** Director oversees the:

- ! Three service centers within the Division:
 - Office of Air and Radiation Service Centers.
 - Office of Research and Development Service Center.
 - Office of Administration and Resources Management/RTP Service Center.
- ! Small Business Specialist.
- ! Division's administrative and budgetary functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**OFFICE OF AIR AND RADIATION (OAR) ACQUISITION SERVICE CENTER
CONTRACTS MANAGEMENT DIVISION, RESEARCH TRIANGLE PARK, NC
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, OAR Acquisition Service Center

REPORTS TO Director, Contracts Management Division, RTP, NC

FUNCTIONS The **OAR Acquisition Service Center** provides complete contracting support for all requirements (excluding ADP) for:

- ! OAR's Headquarters office, and
- ! Other supported Labs/Centers of OAR located in RTP.

This support includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration,
- ! Contract closeout, and
- ! Simplified acquisition support to all OAR offices located in RTP, NC.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**OARM-RESEARCH TRIANGLE PARK (RTP) ACQUISITION SERVICE CENTER
CONTRACTS MANAGEMENT DIVISION, RESEARCH TRIANGLE PARK, NC
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, OARM-RTP Acquisition Service

REPORTS TO Director, Contracts Management Division, RTP, NC

FUNCTIONS The **OARM-RTP Acquisition Service Center** provides complete acquisition and contract management support (excluding ADP) for the Office of Administration and Resources Management at RTP. This support includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration,
- ! Contract closeout, and
- ! Simplified acquisition support to all OARM offices located in RTP, NC.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**OFFICE OF RESEARCH AND DEVELOPMENT (ORD) ACQUISITION SERVICE CENTER.
CONTRACTS MANAGEMENT DIVISION, RESEARCH TRIANGLE PARK, NC
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, ORD Service Center

REPORTS TO Director, Contracts Management Division, RTP, NC

FUNCTIONS The **ORD Acquisition Service Center** provides complete support for all requirements (excluding ADP) for ORD's:

- ! National Health and Environmental Effects Research Lab (NHEERL),
- ! National Exposure Research Lab (NERL),
- ! Small Business Innovation Research (SBIR) Program.

This support includes:

- ! Acquisition planning,
- ! Contract placement,
- ! Contract administration,
- ! Contract closeout,
- ! Simplified acquisition support to all ORD offices located in RTP.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

HEADQUARTERS PROCUREMENT OPERATIONS DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Headquarters Procurement Operations Division

REPORTS TO Director, Office of Acquisition Management

FUNCTIONS The **Headquarters Procurement Operations Division Director** oversees the:

! Four service centers within the Headquarters Procurement Operations Division:

- Administrative Contracts Service Center.
- ADP Contract Placement Service Center.
- ADP Contract Management Service Center.
- Program Contracts Service Center.

! Division's administrative and budgetary functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**ADMINISTRATIVE CONTRACT SERVICE CENTER.
HEADQUARTERS PROCUREMENT OPERATIONS DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Administrative Contract Service Center

REPORTS TO Director, Headquarters Procurement Operations Division

FUNCTIONS The **Administrative Contract Service Center:**

- !** Is responsible for placing and managing contracts in support of the:
 - Office of Policy, Planning, and Evaluation;
 - Global Climate Change Program in the Office of Air and Radiation;
 - Office of Enforcement and Compliance Assurance;
 - Office of Administration and Resources Management with the exception of the Office of Information and Resources Management; and
 - Office of the Chief Financial Officer.
- !** Processes small purchase actions in support of these programs and performs contract closeout functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**ADP CONTRACT PLACEMENT SERVICE CENTER.
HEADQUARTERS PROCUREMENT OPERATIONS DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, ADP Contract Placement Service Center

REPORTS TO Director, Headquarters Procurement Operations Division

FUNCTIONS The **ADP Contract Placement Service Center:**

- ! Is responsible for placing all contracts for:
 - ADP equipment,
 - Support services,
 - Software development, and
 - Other related Information Technology supplies and services for EPA-wide program offices.
- ! Processes ADP-related small purchase actions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**ADP CONTRACT MANAGEMENT SERVICE CENTER.
HEADQUARTERS PROCUREMENT OPERATIONS DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, ADP Management Service Center

REPORTS TO Director, Headquarters Procurement Operations Division

FUNCTIONS The **ADP Management Service Center:**

- ! Is responsible for managing contracts for:
 - ADP equipment,
 - Support services,
 - Software development, and
 - Other Information Technology supplies and services for EPA-wide program offices.
- ! Performs contract closeout functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**PROGRAM CONTRACT SERVICE CENTER.
HEADQUARTERS PROCUREMENT OPERATIONS DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Program Contract Service Center

REPORTS TO Director, Headquarters Procurement Operations Division

FUNCTIONS The **Program Contract Service Center:**

! Is responsible for placing and managing contracts in support of the:

— Office of the Administrator;

— Office of Prevention, Pesticides, and Toxic Substances;

— Office of International Activities;

— Office of the Inspector General; and

— Office of General Counsel.

! Processes small purchase actions in support of these programs and performs contract closeout functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

POLICY, TRAINING, AND OVERSIGHT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Policy, Training, and Oversight Division

REPORTS TO Director, Office of Acquisition Management

FUNCTIONS The **Policy, Training, and Oversight Division** Director oversees the:

! Five service centers within the Policy, Training, and Oversight Division:

- Acquisition Training Service Center.
- Cost and Rate Negotiation Service Center.
- Financial Analysis Service Center.
- Internal Oversight Service Center.
- Policy Service Center.

! Division's administrative and budgetary functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**ACQUISITION TRAINING SERVICE CENTER.
POLICY, TRAINING, AND OVERSIGHT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Acquisition Training Service Center

REPORTS TO Director, Policy, Training, and Oversight Division

FUNCTIONS The **Acquisition Training Service Center** is responsible for:

- ! Policy and guidance on the Agency Procurement Professional Program;
- ! Contracting Officer Warrant Program;
- ! Certification of Contracting Officer Representatives;
- ! Providing acquisition/contract management training;
- ! Maintaining a data base which tracks acquisition training, course registration, certification, and Contracting Officer warrants;
- ! Managing the annual contract management awards program; and
- ! Coordinating the annual Acquisition Training Conference and other procurement training sessions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**COST RATE NEGOTIATION SERVICE CENTER.
POLICY, TRAINING, AND OVERSIGHT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Cost Rate Negotiation Service Center

REPORTS TO Director, Policy, Training, and Oversight Division

FUNCTIONS The **Cost Rate Negotiation Service Center** is responsible for:

- ! Reviewing and approving indirect cost rates;
- ! Performing quality assurance reviews of the cost advisory functions;
- ! Administering Agency cost accounting standards matters;
- ! Addressing cross-cutting administrative contracting officer issues such as accounting billing systems, policies, etc; and
- ! Performing contract property administration functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**FINANCIAL ANALYSIS SERVICE CENTER.
POLICY, TRAINING, AND OVERSIGHT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Financial Analysis Training Service Center

REPORTS TO Director, Policy, Training, and Oversight Division

FUNCTIONS The **Financial Analysis Training Service Center** is responsible for:

- ! Performing financial monitoring reviews;
- ! Managing direct cost and contract-specific audits;
- ! Managing and performing Contractor Purchasing System Reviews;
- ! Following-up on all contract cost audits;
- ! Assisting contracting offices with resolution of specific contract issues, closeouts, settlements, etc.; and
- ! Coordinating audit issues, audit policies, and planning for necessary audits with U. S. Department of Defense's Defense Contract Audit Agency and EPA's Office of Inspector General.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**INTERNAL OVERSIGHT SERVICE CENTER.
POLICY, TRAINING, AND OVERSIGHT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Internal Oversight Service Center

REPORTS TO Director, Policy, Training, and Oversight Division

FUNCTIONS The **Internal Oversight Service Center** is responsible for:

- ! Implementing the management controls process for the Division;
- ! Coordinating FMFIA reporting and guidance for OAM;
- ! Conducting Acquisition Management Reviews;
- ! Conducting pre-award file reviews;
- ! Maintaining the contractor past performance system;
- ! Handling Conflict of Interest (COI) issues under all agency contracts, issuing COI guidance, performing COI reviews, and providing COI training;
- ! Managing/coordinating all audit tracking and follow-up;
- ! Administering the Agency's Government Purchase Card Program; and
- ! Coordinating with the Office of Grants and Debarment's Suspension and Debarment Division.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

POLICY SERVICE CENTER.**POLICY, TRAINING, AND OVERSIGHT DIVISION****OFFICE OF ACQUISITION MANAGEMENT (OAM)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Policy Service Center

REPORTS TO Director, Policy, Training, and Oversight Division

FUNCTIONS The **Policy Service Center** is responsible for:

- ! Issuing and interpreting Federal and Agency acquisition regulations and directives (including cost and financial policy);
- ! Reviewing and recommending deviations to procurement regulations;
- ! Managing environmental contracting issues;
- ! Representing EPA on the Civilian Agency Acquisition Council;
- ! Representing EPA on the DOD Environmental Committee;
- ! Responding to Freedom of Information Act requests;
- ! Providing depository for bid and proposal receipt;
- ! Distributing solicitations and contract documents;
- ! Maintaining standard and optional forms; and
- ! Managing centralized file room for official contract files.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

SUPERFUND/RCRA REGIONAL PROCUREMENT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Superfund/RCRA Regional Procurement Division

REPORTS TO Director, Office of Acquisition Management

FUNCTIONS The **Superfund/RCRA Regional Procurement Division** Director oversees the:

! Four service centers within the Superfund/RCRA Procurement Operations Division:

- Enforcement and Laboratory Analysis Service Center.
- Headquarters Contract Service Center.
- Regional/Remedial Service Center.
- Removal and Program Support Service Center.

! Division's administrative and budgetary functions.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**ENFORCEMENT AND LABORATORY ANALYSIS SERVICE CENTER
SUPERFUND/RCRA REGIONAL PROCUREMENT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Enforcement and Laboratory Analysis Service Center

REPORTS TO Director, Superfund/RCRA Regional Procurement Division

FUNCTIONS The **Enforcement and Laboratory Analysis Service Center** is responsible for:

- ! Enforcement, Federal Facilities, and the Contract Laboratory Program (CLP).
- ! Placing and managing Resource Conservation and Recovery Act (RCRA) and Headquarters enforcement contracts,
- ! Placing Regional Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enforcement contracts,
- ! Placing and managing Regional Oversight Contracts (ROCs), and
- ! Implementing the ADR pilot which supports Office of Solid Waste and Emergency Response and the Office of Enforcement and Compliance Assurance.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

**HEADQUARTERS CONTRACT SERVICE CENTER.
SUPERFUND/RCRA REGIONAL PROCUREMENT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Headquarters Contract Service Center

REPORTS TO Director, Superfund/RCRA Regional Procurement Division

FUNCTIONS The **Headquarters Contract Service Center** is responsible for placing and managing Superfund and Office of Solid Waste and Emergency Response (OSWER) Headquarters contracts in OSWER's:

- ! Office of Emergency and Remedial Response,
- ! Office of Underground Storage Tanks,
- ! Technology Innovation Office,
- ! Office of Program Management (Senior Resource Official's Office),
- ! Chemical Emergency Preparedness and Prevention Office, and
- ! Office of Solid Waste.

BACKGROUND AND SUPPLEMENTAL INFORMATION This Service Center is participating in the Administrative Contracting Officer (ACO) pilot located at Crystal Gateway.

**REGIONAL/REMEDIAL SERVICE CENTER
SUPERFUND/RCRA REGIONAL PROCUREMENT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Regional/Remedial Service Center Service Center

REPORTS TO Director, Superfund/RCRA Regional Procurement Division

FUNCTIONS The **Regional/Remedial Service Center** is responsible for:

- ! Non-Superfund Regional contracts as well as Remedial contracts.
- ! Regional oversight and coordination responsibility.
- ! Placing Remedial contracts that are managed in the Regions.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION** None.

**REMOVAL AND PROGRAM SUPPORT SERVICE CENTER
SUPERFUND/RCRA REGIONAL PROCUREMENT DIVISION
OFFICE OF ACQUISITION MANAGEMENT (OAM)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Manager, Removal and Program Support Service Center

REPORTS TO Director, Superfund/RCRA Regional Procurement Division

FUNCTIONS The **Removal and Program Support Service Center** is responsible for:

- ! Placing Removal contracts as well as the staff function and an information gathering function for the division.
- ! Serving as a representative on the Inter-agency Environmental Contracting Group.
- ! In conjunction with the Policy, Training, and Oversight Division, the management support function, which includes developing and disseminating Superfund/RCRA contractual guidance and procedures on issues, such as indemnification and others, which are of a broad, national concern and cut across programmatic, Regional and interagency lines.
- ! Indemnification negotiations, responding to General Accounting Office and Office of Inspector General audits.
- ! Coordinating all issues pertaining to the on-seen coordination function.
- ! Responding to AMRs.
- ! The simplified acquisition function
- ! The cost analysis function.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OFFICE OF ADMINISTRATION (OA)

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Office of Administration

REPORTS TO Assistant Administrator for Administration and Resources Management

FUNCTIONS **The Office of Administration (OA)** is responsible for:

- ! Development and conduct of programs for the acquisition and maintenance of all facilities.
- ! Recycling and pollution prevention initiatives.
- ! Property and space management.
- ! Property security.
- ! Environmental compliance.
- ! Health and safety policies and programs.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

RESOURCE MANAGEMENT STAFF (RMS)**OFFICE OF ADMINISTRATION (OA)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, Resource Management Staff

REPORTS TO

Director, Office of Administration

FUNCTIONS**The Resource Management Staff (RMS)** is responsible for:

- ! Providing budget formulation, justification, and execution.
- ! Acting as liaison with Working Capital Fund (WCF) Staff with WCF integration.
- ! Providing ADP guidance, coordination, and support; and computer support for the Office.
- ! Providing administrative officer support.
- ! Improving efficiency and effectiveness of operations through re-engineering and quality-management.
- ! Ensuring financial and management integrity through implementation of a comprehensive Federal Managers' Financial Integrity Act (FMFIA) program.
- ! Coordinating audit management and follow-up activities.
- ! Assisting in contract development and management.
- ! Ensuring compliance with all Office of Management and Budget (OMB) and Agency directives in these areas.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

NEW HEADQUARTERS PROJECT STAFF (NHPS)**OFFICE OF ADMINISTRATION (OA)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, New Headquarters Project Staff

REPORTS TO

Director, Office of Administration

FUNCTIONS**The New Headquarters Project Staff (NHPS)** is responsible for:

- ! Planning of an EPA Headquarters facility by defining quality standards and building requirements.
- ! Addressing long-term requirements of building site and structure.
- ! Assuring new EPA Headquarters construction.
- ! Developing a future building plan.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)**OFFICE OF ADMINISTRATION (OA)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, Facilities Management and Services Division

REPORTS TO

Director, Office of Administration

FUNCTIONS

The Facilities Management and Services Division (FMSD) is responsible for administering programs relating to:

- ! Facilities construction, acquisition, design and layout.
- ! Repairs and improvements to Government owned and leased space.
- ! Property and supply management including:
 - Development and administration of standards for the acquisition and use of capital equipment.
 - Security and national emergency preparedness.
 - Printing, photocopying and distribution of printed materials.
 - Building maintenance operations and services support for the Headquarters complex.
 - Headquarters mail operation and national mail management and accountability systems.
 - Real estate and space management including:
 - Leasing
 - Space utilization
 - Disposal of real property
 - Facilities management resources analysis.
 - Policy development.
 - Contracts oversight.
- ! Pollution prevention initiatives.
- ! EPA's internal recycling program including ensuring compliance with the:
 - Executive Order on Federal Agency Recycling;
 - Council on Federal Recycling and Procurement Policy;
 - District of Columbia's Solid Waste Management;

- Multi-Material Recycling Act of 1988; and
- All other applicable Federal, state and local recycling requirements.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

SECURITY AND PROPERTY MANAGEMENT BRANCH (SPMB)
FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Security and Property Management Branch

REPORTS TO Director, Facilities Management and Services Division

FUNCTIONS **The Security and Property Management Branch (SPMB)**'s mission is to:

- 1) Provide policy guidance, program oversight, and support to EPA's Headquarters and field operations for:
 - Personal property management;
 - Physical security; and
 - Transportation activities.
- 2) Ensure agency compliance with applicable Federal statutes and regulations, including those relating to National Security Information (NSI).

The Branch's detailed functions include:

- ! Develops and administers policies, standards, and procedures regarding the acquisition, utilization, and disposal of personal property nationwide.
- ! Plans, organizes and directs surveys and studies of property management practices at EPA Headquarters and field facilities to ensure compliance with all Federal statutes and regulations and Agency policies and procedures.
- ! Identifies weaknesses in Agency property administration practices, provides technical assistance, and develops and implements measures for strengthening overall property management and reducing Agency vulnerability to waste, fraud, and abuse at EPA's Headquarters and field facilities.
- ! Provides oversight, guidance and support at Headquarters and the field operations to ensure that annual inventories are conducted in compliance with Federal and Agency requirements and standards.
- ! Conducts training in Agency policies and procedures regarding personal property management and the responsibilities of property management officers, property accountable officers, and custodial officers.
- ! Provides for the development, maintenance, and operation of an Agency-wide computer-based property management accountability system.
- ! Manages the Agency's disposal program for excess personal property at Headquarters and provides guidance and support to field operations in providing for more effective utilization of government-owned equipment ensuring compliance with GSA and other regulations.

- ! Provides direction and support in managing the Agency's efforts to facilitate state and local jurisdictions, Historically Black Colleges, universities, and other non-profit organizations on acquiring equipment and other property that has been determine to be excess to the Agency's needs.
- ! Manages EPA's supply management program.
- ! Manages the Agency's movement of household goods for personnel transferring between EPA Headquarters and field installations.
- ! Manages EPA's Headquarters warehouse operations, including the provision of labor services, shipping and receiving.
- ! Directs the preparation of Congressionally mandated reports of Agency activities with regard to property provided to non-federal entities, exchange sales, disposition of precious metals, and property utilization.
- ! Develops and administers policies, standards and procedures regarding physical security nationwide.
- ! Supervises all physical and information security activities and provides technical assistance both at EPA Headquarters and its field facilities.
- ! Plans, organizes, and manages a comprehensive physical and information security program for EPA Headquarters, including circulation control (access to and movement within the Headquarters buildings); use of locking devices, safes and security containers; use of intrusion detection and assessment equipment; and the conduct of orientation and training, oversight and audit of the quality assurance program for contract guard forces at each of the Headquarters facilities.
- ! Issues EPA identification cards and building access cards to EPA employees and contractors; maintains an electronic access system in coordination with GSA.
- ! Issues EPA credentials to individuals charged with responsibility for monitoring compliance with relevant laws and regulations and conducting inspections nationwide.
- ! Fingerprints all new employees requiring a National Agency Check or other background investigation as a condition of employment.
- ! Controls issuance and accountability for keys, locks, and locking devices, and ensures compliance with all relevant executive orders and security regulations regarding security containers.
- ! Notifies EPA personnel of emergency situations and assists EPA and emergency personnel in the orderly evacuation of affected building.
- ! Conducts preliminary inquiries into incidents and emergencies that occur in EPA Headquarters facilities on a 24-hour basis.
- ! Notifies and coordinates as necessary with GSA's Federal Protective Service and other Federal and local law enforcement agencies in responding to incidents and emergencies that occur at or immediately adjacent to EPA Headquarters.
- ! Provides oversight and quality assurance for contract guard forces hired by EPA, or GSA to protect EPA facilities, including ensuring that required hours are worked, conducting guard

post checks, writing and updating guard post orders, training guards and guard supervisors, and working with GSA, the Procurement and Contracts Management Division, and contractor representatives to correct deficiencies as they are detected.

- ! Conducts security awareness briefings at Headquarters and field facilities to ensure that managers and employees are aware of security requirements and procedures.
- ! Conducts physical security audits which include inspections, surveys, and technical assistance visits to EPA offices, laboratories, and other facilities nationwide.
- ! Provides technical assistance in planning, installing, and evaluating the effectiveness of physical security control systems for new construction of Agency facilities.
- ! Manages the Agency delegation of authority from GSA for security operations at Waterside Mall and the Fairchild Building by developing and implementing Agency policies, procedures and regulations that support this delegation.
- ! Conducts National Security Information (NSI) briefings and training required by Executive Order 12356.
- ! As the central control point for all classified material at EPA, this office receives, logs, and transmits all TOP SECRET, SECRET, confidential and National Security Information entrusted to the Agency, including material from the Federal Emergency Management Agency (FEMA).
- ! Works with the General Services Administration's (GSA) Information Security Oversight Office and EPA's Office of Information Resources Management to develop and implement EPA's information security policies.
- ! Develops operating instructions, manuals, and other written materials relative to the organization, operation and administration of Agency security policy to ensure the protection of Agency data against espionage, sabotage, and inadvertent or unauthorized disclosure.
- ! Develops policies and procedures for other information security programs including "Privacy of Conversations" and the administrative control of material designated "Official Use Only," privileged information, privacy data, National Security Information, Confidential Business Information, and occupant emergency plans.
- ! Conducts periodic reviews of Headquarters program offices, Regional Offices, laboratories, and field installations to ensure compliance with established information security policies and procedures.
- ! Establishes and manages an industrial security program, conducts inquiries into security or possible National Security Information compromises, and recommends security measures to reduce Agency vulnerability to such compromises.
- ! Develops and administers policies, standards, and procedures and provides guidance, oversight, and support regarding the acquisition, utilization, and disposal of motor vehicles, aircraft, and watercraft by EPA program offices nation-wide and ensures Agency compliance with all relevant Federal and state statutes and regulations.
- ! Provides advice to field operations and monitors nationwide transportation activities to ensure that effective and uniform management controls are in place.

- ! Provides a single point of contact for the U.S. General Services Administration at both the local and national level with regard to EPA's transportation operations and activities.
- ! Identifies transportation support requirements, develops acquisition plans necessary to meet those requirements, provides assistance in expediting delivery of services, registering vehicles, establishing maintenance programs, determining replacement criteria, and establishing reporting requirements for Headquarters and field facilities.
- ! Authorizes vehicle acquisition, use, transfer, and disposal nationwide.
- ! Approves requisitions for commercial U-drive credit cards and controls their distribution and use.
- ! Collects vehicle utilization data nationwide and ensures Agency compliance in responding to reporting requirements under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- ! Sets standards and procedures for managing the utilization of Agency motor vehicles and aircraft and ensures compliance with all Federal statutes and regulations.
- ! Plans, organizes, and manages a comprehensive transportation operations program at Headquarters that includes the operation of shuttle buss service, executive motorpool and courier services, handicapped and other special purpose transportation services, a vehicle maintenance program, and management of the Agency's ridesharing program and the operation of all Agency-leased parking facilities.
- ! Develops policies and procedures regarding the operation of all Headquarters parking facilities; manages the assignment of car/vanpool, handicapped, executive reserved and unusual hours parking permits; and provides quality assurance for parking management contractor activities.
- ! Manages the acquisition, utilization, and disposal of motor vehicles supporting the executive motorpool and U-drive fleet at Headquarters, including the establishment of management controls to ensure compliance with Federal statutes and regulations and Agency policies and procedures regarding the operation and use of these vehicles.
- ! Develops specifications, contracts for, and manages the provision of handicapped and other special purpose transportation at Headquarters (including the provision of buses for all-hands meetings, international delegations, educational and other outreach programs sponsored by the Agency) on an as-needed basis.
- ! Coordinates Agency participation and ensure compliance with Executive Order 12191, establishing the Federal Ridesharing program, including providing necessary coordination with the U.S. General Services Administration, the Council of Governments, local area jurisdictions, and EPA employees in actively promoting the use of ridesharing at all Federal facilities, collecting Agency data and submitting annual Federal Facility Ridesharing reports to the U.S. General Services Administration, assisting employees in joining or forming car/vanpools and providing ridematching services.
- ! Develops policy guidance and procedures for ensuring Agency compliance with Federal statutes and regulations regarding the use of retread tires, rerefined motor oil, and alternative fuels and reports Agency accomplishments on an annual basis.
- ! Provides support in collecting, summarizing, and reporting data to the U.S. Department of Energy as required by the National Energy Conservation Policy Act (NECPA) regarding

EPA's annual energy costs associated with the operation of motor vehicles, watercraft, and aircraft.

- ! Ensures compliance with all Federal statutes and regulations and provides oversight regarding EPA's use of aircraft, monitoring the Agency's reported inventory of aircraft and related facilities, collecting cost and utilization data for both Agency-owned and temporarily procured commercial aircraft and providing annual reports on Agency aircraft operations to the the U.S. General Services Administration.
- ! Advises the Administrator of the U.S. General Services Administration, as a member of the Interagency Committee for Aviation Policy, in developing aircraft policies and information requirements, reviewing Agency and Government-wide public aircraft activities and practices, and fostering improved economy, safety, efficiency, effectiveness, and management practices nationwide.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

FACILITIES OPERATIONS BRANCH (FOB)
FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Facilities Operations Branch

REPORTS TO Director, Facilities Management and Services Division

FUNCTIONS **The Facilities Operations Branch (FOB)’s mission is to:**

- 1) Provide all services dealing with requests for new and existing build-outs and alterations within the EPA Headquarters facilities.
- 2) Respond to all requests dealing with repair and upkeep of existing space within Headquarters buildings.
- 3) Function as a clearing house for all facilities services requests relative to building operations and maintenance at Waterside Mall.
- 4) Coordinate all internal and external requirements to successfully complete Headquarters office moves and relocations.

FOB’s detailed functions include:

- ! Overseeing and directing contractor and sub-contractor performance on Headquarters buildings renovations projects.
- ! Providing space design and layout services in accordance with GSA’s Delegation of Authority.
- ! Implementing space management projects once new space is allocated to various program offices. This includes:
 - Working with customers to build-out space to meet program needs.
 - Coordinating all aspects of the build-out with other FMSD branches; Telecommunications; Safety, Health and Environmental Management Division; and GSA.
- ! Managing maintenance operations of Headquarters buildings other than Waterside Mall.
- ! Operating the Headquarters OARM Building Services Desk.
- ! Ensuring timely completion of Waterside Mall maintenance requests.
- ! Administering Headquarters operations and maintenance contract in accordance with GSA’s Delegation of Authority.
- ! Ensuring safe operations of Headquarters facilities.
- ! Serving as the focal point for Headquarters program office furniture requirements.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

ARCHITECTURE, ENGINEERING AND REAL ESTATE BRANCH (AEREB)
FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Architecture, Engineering and Real Estate Branch

REPORTS TO Director, Facilities Management and Services Division

FUNCTIONS The **Architecture, Engineering and Real Estate Branch** mission is to:

- 1) Provide nationwide design, layout, and construction management for repairs and improvements and new construction at all EPA buildings, leased or owned.
- 2) Select and monitor nationwide Architecture and Engineering (A/E) contracts.
- 3) Provide nationwide Building and Facilities (B&F) contract administration.
- 4) Provide nationwide facilities planning.
- 5) Lease, acquire, and dispose of all Agency real estate.
- 6) Effectively manage the Agency's space nationwide.
- 7) Maintain real property inventory records.
- 8) Develop EPA real estate, space utilization, and records management policy in conjunction with U.S. General Services Administration (GSA) requirements as specified in the Federal Property Management Regulations (FPMRs).

AEREB's detailed functions include:

- ! Providing nationwide B&F management oversight for design, construction, repairs, and improvement for all Agency facilities.
- ! Selecting contractors for regional A/E requirements.
- ! Ensuring EPA facilities meet pollution abatement standards.
- ! Instituting practical conservation measures and systems that decrease energy and water consumption.*
- ! Providing support to Safety, Health and Environmental Management Division to ensure that facilities are safe and hazard free.
- ! Developing the technical architectural and engineering portions of the Programs of Requirements (PORs) to be used for EPA leases and/or Solicitation for Offers (SFOs) to be used for GSA leases.*
- ! Master planning for EPA's laboratory and support facilities nationwide.

- ! Implementing national facilities initiatives in EPA-occupied facilities; i.e., installation of green lights, removal of halon and chlorofluorocarbons (CFCs), underground storage tank replacements, etc.*
- ! Administering the yearly B&F review and authorization process.
- ! Developing line item budget information in support of the division's budget process.
- ! Planning, directing, and implementing the nationwide acquisition and disposal of real property, including site selection, purchase, donation, exchange, lease, license, etc.
- ! Preparing and recording deeds, certifications of title, insurance policies, and other documents involved in land-title acquisitions.
- ! Performing space utilization surveys of all Agency space and annual reviews of real property facilities for which the Agency has accountability.
- ! Maintaining nationwide real property inventory records and rent billings.
- ! Developing Agency policy, advisories, and guidelines in accordance with Federal Property Management Regulations (FPMRs).
- ! Developing line item budget information to support the FMSD budget formulation and execution process.
- ! Providing Agency-wide space management consulting services.
- ! Providing support and assistance on specially designated conservation, pollution prevention, or demonstration projects relating to EPA facilities, where the Sustainable Facilities Practices Branch (SFPB) has primary implementation

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

* AEREB conducts these functions in cooperation with SFPB, and in accordance with SFPB's guidelines contained in the Best Practices manuals and policies.

DOCUMENT PRODUCTION, RECYCLING AND MAIL MANAGEMENT BRANCH (DPRMB)
FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSSD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Document Production, Recycling and Mail Management Branch

REPORTS TO Director, Facilities Management and Services Division

FUNCTIONS The **Document Production, Recycling and Mail Management Branch's** mission is to:

- 1) Ensure nationwide compliance with the Joint Committee on Printing (JCP) regulations for printing and photocopying.
- 2) Provide Headquarters printing support and photocopy services.
- 3) Ensure nationwide compliance of the Headquarters facilities mail delivery contract.
- 4) Coordinate the Headquarters' recycling program.

DPRMMB's detailed functions include:

- ! Procuring printing services through the Government Printing Office (GPO), inter-agency agreements (IAGs), and commercial firms while complying with the JCP regulations.
- ! Establishing quick-turn-around contracts through the GPO for bound publications and newsletters.
- ! Operating as project officer on special recurring jobs, such as publishing the Agency's Code of Federal Regulations (CFRs).
- ! Developing line item budget information in support of FMSSD's budget process.
- ! Operating all equipment within the print shop, such as camera, machine, bindery, and film stripping operations.
- ! Advising and assisting Agency program clients with the development and printing of their products.
- ! Ordering all Headquarters printing and reproduction paper.
- ! Monitoring the day-to-day photocopy operations of the self-service and staffed copy centers within all Headquarters complexes.
- ! Ensuring equipment, supplies, and maintenance are sufficient for efficient operations at all photocopy centers.
- ! Conducting use and trend analysis of all Headquarters photocopying equipment.
- ! Creating and issuing EPA policies, procedures, and controls on the copying or duplicating of official documents.

- ! Managing the EPA photocopying program nationwide, which includes approving and disapproving equipment purchases, rental, and leases.
- ! Ensuring proper accounting of funds analyzing mail needs and requirements.
- ! Performing project officer roles and responsibilities over Headquarters mail management operations and air express services.
- ! Conducting strategic planning for nationwide mail services.
- ! Ensuring that a nationwide mail management system is in place in accordance with USPS regulations.
- ! Maintaining mailing lists for selected EPA materials and distributing these materials nationwide to EPA employees, the private sector, and to other government agencies as directed.
- ! Managing the Headquarters distribution system.
- ! Distributing information to the public through mass mailings.
- ! Staffing new policy initiatives for the Agency Environmental Executive.
- ! Developing a plan for Executive Order (E.O.) 12873 implementation, as well as providing oversight for the Agency Affirmative Procurement Program to ensure compliance with E.O. 12873 and RCRA 6002.
- ! Reporting and analyzing Headquarters waste prevention and recycling requirements.
- ! Coordinating FMSD's customer outreach strategy.
- ! Coordinating FMSD's internal pollution prevention efforts.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

SUSTAINABLE FACILITIES PRACTICES BRANCH (SFPB)
FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Energy Conservation, sustainable Facilities Practices Branch

REPORTS TO Director, Facilities Management and Services Division

FUNCTIONS The **Sustainable Facilities Practices Branch** has lead responsibility within the Facilities Management and Services Division to “green” EPA facilities. Specific responsibilities include:

- ! Improving energy efficiency at existing EPA facilities,
- ! Developing sustainable facilities “Best Practices” guidance and policies,
- ! Managing sustainable facilities construction and procurements,
- ! Reviewing and prioritizing “B” and “F” call letter projects for sustainable issues,
- ! Supporting recycling, waste prevention, and environmentally preferred product purchases in facility-related areas,
- ! Implementing EPA’s national private/public “Laboratories for the 21st Century” Initiative,
- ! Monitoring and reporting energy use and other sustainable facility metrics,
- ! Building bridges between EPA’s “Green” programs and FMSD, and
- ! Supporting research and demonstration projects of sustainable technologies, where appropriate.

BACKGROUND AND SUPPLEMENTAL INFORMATION The Branch will operate under the authority of internal Office of Administration and Resources Management, Office of Administration, and FMSD policies, relevant Executive Orders including E.O. 13123 and E.O. 13101, and the Energy Policy Act of 1992 (EPACT).

Principle work involved in achieving each of the branch’s functional responsibilities:

- ! **LABS 21:** Implement EPA’s national private/public partnership for “Laboratories for the 21st Century Initiative” using the major elements proposed by EPA for participation. These include: establishing standard laboratory performance metrics, developing a Web-based instrument for performance data collection, setting voluntary goals and targets with each partner, identifying current and future best practices, coordinating a nationwide conference for laboratory owners and operators, providing technical assistance to partners, developing a training curriculum to qualify professional laboratory energy managers, marketing the Initiative to attract participation, and coordinating with EPA’s Office of Reinvention to interrelated Labs21 with Project XL.
- ! **Improve Energy Efficiency:** Reduce energy use and greenhouse gas (GHG) emissions at EPA occupied facilities (whether owned, leased, or GSA assigned) including laboratories and offices. Work in this area includes: guide the retrofit of existing labs to improve mechanical systems, energy efficiency, and water conservation and encourage the use of renewable energy technologies. Financing can come from Energy Savings Performance

Contracts (ESPC's), Buildings and Facilities appropriations, or alternate sources; develop and disseminate Best Practices guidance, specifications, and approaches for new energy efficient, resource-conserving EPA facilities that reflect EPA's mission; provide technical expertise and procurement reviews to obtain this goal; update and maintain a strategic plan to meet OARM, E.O. 13123, and Energy Policy Act of 1992 (EPACT) goals; and pursue alternative financing methods such as ESPCs, technology grants and partnerships, and other financial leveraging techniques, including management of designated appropriations, to obtain this goal.

- ! **“Sustainable” Building Best Practices:** Develop, update, and maintain national policies, best practices manuals, and guide specifications covering building design, construction, operation, and maintenance of facilities to ensure EPA facilities reflect the Agency's mission. Waste prevention activities are guided, in part, by E.O. 13101 and RCRA. Work products in this area would include developing guidance for: good indoor air quality (IAQ), increasing the use of recycled materials, developing preferred design approaches, and improving operating and maintenance practices; developing Best Practices to be used during facility procurements, and major rehabilitation, repair, and replacement projects.
- ! **Recycling, Waste Prevention, and Environmentally Preferred Products:** Coordinate EPA's internal recycling and waste prevention activities for facility-related activities in accordance with OARM policies and E.O. 13101. Work activities include: supporting the national recycling strategy to encourage and quantify a nationwide program, including waste paper, glass, metal, toner cartridges, office equipment, etc.; re-forming and coordinating a nationwide network of facility-based pollution prevention teams; supporting the environmentally preferred purchases of products that impact or are related to EPA facilities (areas of concern include recycled building products, environmentally preferred purchase (EPP) cleaning products and methods, IAQ conscious building maintenance, and Green energy); supporting “green chemistry” and other environmental initiatives that green EPA and EPA facilities; participating in the Agency Waste Prevention and Recycling Committee's activities; and providing support to the FMSD Director as required under delegated recycling and waste prevention issues.
- ! **Procurement Reviews:** Review all procurements at both inception and throughout the process; become EPA's national center of expertise on sustainable facilities; participate in the “A” and “E” selection processes; ensure “green” opportunities are identified early; ensure that Best Green Practices considerations shape all designs and acquisitions; ensure life-cycle costs are considered effectively; document and measure environmental benefits; and participate in the evaluation and prioritization of the annual “B” and “F” call letter process vis-a-vis sustainable issues.
- ! **Monitor/Evaluate/Report/Communicate:** Monitor “Green” performance to measure program results and evaluate program direction; report regularly on the progress of EPA's greening activities. Monitoring could include energy and water consumption, chemical management, green buildings, environmentally preferred purchasing, and waste minimization. Reports will include a required annual report to Congress, OMB and the President on energy management (EPACT). Other work includes building upon the “FRED” system, creating a Web-base efficiency management system for energy/water, recycling, and other nationwide environmental management measurements; conducting site visits and methods evaluations to find efficiency opportunities; developing outreach publications to educate, promote participation, and promote understanding of sustainable facilities issues; producing Agency Recycling Update publications; and developing and maintaining an SFPB web page.

- ! **Strengthen OARM Alliances and FMSD Expertise:** Raise OA's standing as a Green Partner in EPA and strengthen FMSD's ability and expertise on "Green Facilities" by: coordinating more closely with EPA conservation policy programs like Energy Star Buildings, Green Lights, and Pollution Prevention; improving and encouraging employee education and outreach; and serving as a center of expertise on Green Buildings.
- ! **Research/Demonstration Projects:** Support, within budget constraints, the investigation of and research for better practices that affect facility construction, resource use, and operation involving the above areas of activity. Examples of this work include: regarding the impact on laboratory and other building design, coordinating with experts in analytical methods and research and development fields to ensure EPA laboratory designs optimize advances in "green chemistry," Green analytical equipment, Green office equipment, and other mission related processes; obtaining organizational support and funding for and implementing demonstration projects for renewable and advanced technologies, concepts and processes related to facilities [e.g., renewable and alternate energy sources (fuel cells, wind power, photovoltaics, ground source heat pumps); area wide recharge and fueling stations for alternative fuel vehicles; alternate waste water systems (collection, irrigation, and grey water systems) in building designs; dual purpose technologies (PV-glazing, PV-shading, under-floor, and utility systems, and personal control work stations)].
- ! **Reinforce:** Expertise gained during facility procurements, facility retrofits, and demonstration projects should shape the Labs21 Initiative. The Labs21 Initiative should help focus research and internal policy development and direction.

SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT DIVISION (SHEMD)**OFFICE OF ADMINISTRATION (OA)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, Safety, Health, and Environmental Management Division

REPORTS TO

Director, Office of Administration

FUNCTIONS

The Safety, Health, And Environmental Management Division (SHEMD) is responsible for establishing the Agency policies and programs; and providing technical assistance and conducting evaluations to assure safe and healthful working conditions and sound environmental management of all Agency units. In carrying out this mission, the division:

- ! Serves as the principal advisor to the EPA's Designated Safety and Health Officials who are located in the laboratories and regions.
- ! Provides leadership and directs all phases of EPA environmental management, occupational health, and safety programs.
- ! Represents EPA at national conferences, congresses, meetings, conventions, hearings, and special investigations.
- ! Serves as the liaison with the Congress, other Federal agencies, state and local governments, and professional societies including involvement in scientific research and development of Federal policies, programs, and standards.
- ! Promotes EPA environmental protection, safety and health programs on a nationwide basis.
- ! Provides management support services and develops strategic plans for the division and the national program.
- ! Serves as the Budget, Internal Control and Total Quality Management manager.
- ! Manages the Division's national technical assistance contract.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

None.

**NATIONAL PROGRAMS BRANCH
SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT DIVISION (SHEMD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)**

ORGANIZATIONAL HEAD Chief, National Programs Branch

REPORTS TO Director, Safety, Health, and Environmental Management Division

FUNCTIONS **The National Programs Branch:**

- ! Translates Federal statutes and regulations into Agency-wide Safety, Health, and Environmental Management Program (SHEMP) policies, standards, directives, instructions, and protocols.
- ! Develops program specifications, techniques, and models.
- ! Designs automated systems to support national/Regional activities.
- ! Interprets statutory and Federal mandates, regulations, guidelines, and protocols (including variances) for EPA's facilities.
- ! Designs human resources development activities for EPA's environmental compliance, occupational health, and safety professionals.
- ! Develops education and training plans and programs for management officials, supervisors, employees, and high-risk operations.
- ! Develops handbooks and manuals for managers, supervisors, and employees.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

TECHNICAL SUPPORT AND EVALUATION BRANCH
SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT DIVISION (SHEMD)
OFFICE OF ADMINISTRATION (OA)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Technical Support and Evaluation Branch

REPORTS TO Director, Safety, Health, and Environmental Management Division

FUNCTIONS **The Technical Support and Evaluation Branch:**

- ! Provides technical assistance and consultative services to national/Regional officials for unique or complicated Safety, Health, and Environmental Management Program (SHEMP) compliance issues.
- ! Reviews engineering plans for new construction and major renovations as well as abatement plans.
- ! Designs risk assessments strategies and determines the application of risk assessments to EPA's employees and its laboratory and field operations.
- ! Formulates criteria/protocol, conducts compliance audits and program evaluations, and maintains audit follow-up system.
- ! Conducts special investigations and studies of fatalities, serious injuries/illnesses, employee complaints, and sensitive environmental compliance issues.
- ! Conducts feasibility studies of engineering and administrative controls for the workplace environment, hazardous agents, and environmental compliance.
- ! Performs periodic and special data analyses of the risks, dangers, and losses identified throughout EPA and systematically develops conclusions for management decision-making purposes.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (CINCINNATI, OH)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Office of Administration And Resources Management (Cincinnati, OH)
REPORTS TO	Assistant Administrator for Administration and Resources Management
FUNCTIONS	<p>The Office of Administration and Resources Management (Cincinnati, OH) provides diversified administrative services to all of the programs located in Cincinnati and serviced by this Office. The services include:</p> <ul style="list-style-type: none">! Human resources! Organizational development! Labor relations! Telecommunications! ADP/LAN support! Publications distribution! Building safety! Security! Printing! Building maintenance, repair and improvements! Photocopying! Mail services
BACKGROUND AND SUPPLEMENTAL INFORMATION	In carrying out the above responsibilities and functions, the Director also serves as senior official for OARM on administrative and other issues affecting the Financial Management Center and Contracts Management Division located in Cincinnati. This is a liaison function not a direct line function.

FACILITIES MANAGEMENT AND SERVICES DIVISION (FMSD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (CINCINNATI, OH)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

**ORGANIZATIONAL
HEAD**

Director, Facilities Management And Services Division

REPORTS TO

Director, Office of Administration and Resources Management (Cincinnati, OH)

FUNCTIONS

The Facilities Management and Services Division (FMSD) provides general building support services to all EPA organizations located in the Cincinnati area. These services include:

- ! Property management
- ! Mail distribution
- ! Cafeteria services
- ! Local printing and photocopying service
- ! Building security
- ! Operations and maintenance of all EPA facilities in Cincinnati which includes:
 - Alterations
 - Space utilization
 - Office moves
 - Janitorial services

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

In carrying out the above responsibilities and functions, the Division coordinates extensively with other OARM divisions and top management officials to provide efficient and effective administrative services such as training seminars and special events utilizing building facilities or grounds.

HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (CINCINNATI, OH)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

**ORGANIZATIONAL
HEAD**

Director, Human Resources Management Division

REPORTS TO

Director, Office of Administration and Resources Management (Cincinnati, OH)

FUNCTIONS

The Human Resources Management Division (HRMD) plans, organizes, and coordinates a comprehensive human resources program for the programs serviced by the Cincinnati office. This encompasses:

! Employee benefits such as:

- Retirement counseling
- Information on health benefits
- Leave bank
- Family Friendly Leave Act issues
- Life insurance and allotments

! Management advisory services such as:

- Career development
- Organizational development and restructuring
- Recruitment
- Awards
- Conduct and discipline issues
- Labor relations

! Maintains personnel records.

! Processes Workers Compensation records.

! Works closely with the Office of Civil Rights on such issues as diversity, EEO complaints, grievances, and special emphasis programs.

! Manages the quality of Health Unit and the Wellness Program.

! Maintains a job information line and provides verification of employment for the general public.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

In carrying out the above responsibilities and functions, the Division coordinates extensively with top management and the other OARM divisions to provide for an efficient and effective human resources program.

INFORMATION RESOURCES MANAGEMENT DIVISION (IRMD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (CINCINNATI, OH)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Information Resources Management Division
REPORTS TO	Director, Office of Administration and Resources Management (Cincinnati, OH)
FUNCTIONS	<p>The Information Resources Management Division (IRMD) performs the following functions:</p> <ul style="list-style-type: none">! Coordinates and assists client offices in Cincinnati in development, purchase and installation of ADP or LAN equipment or programs.! Provides expertise and training to customers so they can utilize new equipment or programs.! Responsible for developing, implementing, and maintaining security controls over all automated systems at EPA Cincinnati.! Manages the research library and major database access for literature searches.! Manages the National Center for Environmental Publications and Information.! Responsible for voice and video telecommunications.
BACKGROUND AND SUPPLEMENTAL INFORMATION	In carrying out the above responsibilities and functions, the Division coordinates extensively with top management officials and other OARM divisions to ensure most efficient and effective use of ADP resources.

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (RTP, NC)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Office of Administration and Resources Management (RTP, NC)
REPORTS TO	Assistant Administrator for Administration and Resources Management
FUNCTIONS	<p>The Office of Administration And Resources Management (RTP, NC) provides services to all of the programs and activities at RTP. The major functions of the Office include:</p> <ul style="list-style-type: none">! Human resource/personnel services.! Library and other services.! Information resources and telecommunications.! General administrative services including:<ul style="list-style-type: none">— Safety and security— Property and supply— Printing— Distribution
BACKGROUND AND SUPPLEMENTAL INFORMATION	<p>In performing the above responsibilities and functions, the Director also:</p> <ul style="list-style-type: none">! Serves as the point of presence (contact) for Financial Management Center, National Data Processing Division, and Contracts Management Division relative to administrative issues for RTP.! Is responsible for budgeting and strategic planning for all organizational components of the Office.

ADMINISTRATIVE SERVICES DIVISION**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (RTP, NC)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, Administrative Services Division

REPORTS TO

Director, Office of Administration and Resources Management (RTP, NC)

FUNCTIONS

The Administrative Services Division provides general administrative support services for all EPA organizations located in the Research Triangle Park area. These services include:

- ! Supply management
- ! Real and real property management
- ! Office mail and telecommunications
- ! Transportation
- ! Publications distribution
- ! Safety
- ! Security

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

In order to carry out the above responsibilities and functions, the Division:

- ! Provides expertise and insight in the development of Agencywide policy and procedures relating to administrative support activities.
- ! Provides office services to operating programs as appropriate.
- ! Provides facilities management, modifications, preventive maintenance, new construction, space utilization, safety and security programs.
- ! Coordinates extensively with top program and Agency officials in order to ensure the proper integration of provided services into the total program responsibility for efficient and effective administrative support.

HUMAN RESOURCES MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (RTP, NC)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

**ORGANIZATIONAL
HEAD**

Director, Human Resources Management Division

REPORTS TO

Director, Office of Administration and Resources Management (RTP, NC)

FUNCTIONS

The Human Resources Management Division plans and implements a comprehensive human resources management program encompassing:

- ! Recruitment
- ! Placement and staffing
- ! Position classification
- ! Position management
- ! Organization analysis
- ! Planning and restructuring
- ! Equal employment opportunity
- ! Cultural diversity
- ! Training and career development
- ! Labor-management and employee relations
- ! Incentive awards
- ! Personnel record systems and related functions

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

In order to carry out the above responsibilities and functions, the Division coordinates extensively with top program and Agency officials in order to ensure the proper integration of these programs into the total program responsibility for efficient and effective personnel management.

INFORMATION RESOURCES MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (RTP, NC)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Information Resources Management Division

REPORTS TO Director, Office of Administration and Resources Management (RTP, NC)

FUNCTIONS **The Information Resources Management Division** performs the following functions:

- ! Provides comprehensive information resource services in support of the mission accomplishment of EPA organizations located at Research Triangle Park.
- ! Provides expertise and training to customers so they may take advantage of constantly changing information resource management technology.
- ! Provides central, consistent and responsive services which promote customers' most efficient use of library services, local area networks, information centers (including latest hardware and software systems), telecommunications, and workstation security.
- ! Performs ongoing analyses and evaluations of information resources for the Office to ensure most effective and efficient deployment.
- ! Develops and maintains the strategic information resources management plan for RTP.
- ! Provides a central focus for the analysis and resolution of information resource management issues and problems for the RTP client organizations.
- ! Conducts acceptance and compatibility testing on new, commercially available vendor software packages and upgrade versions for the Office.
- ! Develops CD-ROM, desktop and Local Area Network based application software for deployment throughout the Office.

BACKGROUND AND SUPPLEMENTAL INFORMATION In order to carry out the above responsibilities and functions, the Division coordinates extensively with top program and Agency officials in order to ensure the proper integration of provided services into the total program responsibility for efficient and effective information resources management.

OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Office of Grants and Debarment

REPORTS TO Assistant Administrator for Administration and Resources Management

FUNCTIONS **The Office of Grants And Debarment (OGD)** is responsible for:

- ! All assistance regulations, policy, and guidance.
- ! All cradle-to-grave grant, loan, cooperative agreement, and interagency agreement administrative management for all EPA Headquarters's assistance programs.
- ! Develops, operates, enhances, and maintains Agency national grants management systems, such as the Grants Information and Control Systems (GICS), P2000, and Integrated Grants Management System (IGMS).
- ! Managing the Agency's Suspension and Debarment Program:
 - Developing, issuing, and implementing regulations and policy directives.
 - Issuing notices of suspension and/or debarment.
 - Receiving oral and written submissions in favor or opposition to actions.
 - Conducting suspension and debarment hearings.
 - Issuing written decisions based on the administrative record.
- ! Ensuring EPA's financial and other resources are protected against threats of waste, fraud, abuse, mismanagement or poor performance.
- ! Suspending and Debarring Official responsibilities:
 - National program manager for EPA's Suspension and Debarment Program.
 - Developing and promoting overall program objectives, goals, and policies.
- ! Chief Hearing Office responsibilities:
 - Developing, guiding and coordinating hearing practices and procedures to ensure fair, effective, consistent practices supportive of sound decision making.
 - Serving as the alternate debarring official in the absence of the Debarring Official.
 - Reviewing action request memorandum from the Suspension and Debarment Division, or other advocates.
 - Preparing action notices for issuance by the Debarring Official.

BACKGROUND AND SUPPLEMENTAL INFORMATION ! In the performance of the above functions and responsibilities, the Director of OGD:

- Serves as the Agency's principal representative to other Federal agencies and department, especially those with cross cutting government wide authority such as the U.S. Office of Management and Budget, on matters relating to assistance.
- Acts as the decision official on administrative appeals taken from a final determination of the Debarring Official.

! The Suspending and Debarring Official, reporting to the Director, Office of Grants and Debarment:

- Works with the Chief Hearing Officer and the Suspension and Debarment Division Director to coordinate and develop program policy.
- Is the decision official for the ultimate decision to suspend, debar, reinstate Clean Water Act/Clean Air Act eligibility, grant/deny a petition for reconsideration, or settle any matter within the program's jurisdiction.

! The Chief Hearing Officer, reporting to the Director, Office of Grants and Debarment:

- Guides a team of Associate Hearing Officers and technical support.
- Serves on government-wide and interagency committees for suspension and debarment policy coordination.
- Represents the Team in policy level meetings with the Debarring Official and the Suspension and Debarment Division Director.
- On behalf of the Debarring Official, the Hearing Officers preside over the official case process, including scheduling, deciding procedural and evidentiary disputes, and conducting oral proceedings to take information for the official record, including evidentiary hearings, reviewing the record and preparing recommended determinations for the Debarring Official.

GRANTS ADMINISTRATION DIVISION (GAD)
OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Grants Administration Division

REPORTS TO Director, Office of Grants and Debarment

FUNCTIONS **The Grants Administration Division (GAD)** is responsible for:

- ! Policy for all assistance programs (grants, cooperative agreements, loans, and interagency agreements).
- ! Providing and assuring the quality of grants information.
- ! Reviewing, awarding, and management of all Headquarters administered assistance.
- ! Develops, operates, enhances, and maintains Agency national grants management systems, such as the Grants Information and Control Systems (GICS), P2000, and Integrated Grants Management System (IGMS).

BACKGROUND AND SUPPLEMENTAL INFORMATION The GAD Director is the National Program Manager for grants management.

POLICY, INFORMATION AND TRAINING BRANCH
GRANTS ADMINISTRATION DIVISION (GAD)
OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Policy, Information and Training Branch

REPORTS TO Director, Grants Administration Division

FUNCTIONS **The Policy, Information And Training Branch** performs the following functions:

- ! Develops, issues, interprets, and implements policy for all assistance programs (including grants, cooperative agreements, loans, and interagency agreements).
- ! Provides advice and oversight to Regional Grants Management Offices for all Regionally administered assistance programs
- ! Has overall responsibility for grants management officer and project officer training for the Agency.
- ! Develops, reviews, analyzes, and comments on legislative initiatives affecting EPA assistance programs.
- ! Serves on government wide, interagency committees to study complex Federal grants management problems.
- ! Prepares appropriate documents for promulgation.
- ! Serves as liaison with Department of Labor on labor law compliance by Agency grantors.
- ! Provides continuous monitoring; analysis, evaluation and reporting to all Division customers on assistance program activities.
- ! Conducts ongoing monitoring and evaluation of our assistance regulations, policy, and procedures to enhance and to improve administrative management techniques for assistance programs.
- ! Provides quality information on EPA's environmental assistance programs.
- ! Coordinates and manages the automated National Congressional Notification Process.
- ! National Program Manager responsibilities:
 - Administrative management of the Grants Information Control System (GICS).
 - Provides standardized and ad hoc reports to requesting GAD and other offices.
- ! Develops, operates, enhances, and maintains Agency national grants management systems, such as the Grants Information and Control Systems (GICS), P2000, and Integrated Grants Management System (IGMS).
- ! Assists in maintaining Regional and Headquarters Automated Grants Data Systems and the Interagency Agreement Management system software.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- ! Awards and manages cradle-to-grave Federal Technology Transfer Agreements.
- ! The Policy, Information and Training Branch uses ad hoc reports on grants management information to analyze trends and evaluate problems.
- ! The GICS is the Agency's central grants database.

OPERATIONS BRANCH A
GRANTS ADMINISTRATION DIVISION (GAD)
OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Operations Branch A

REPORTS TO Director, Grants Administration Division

FUNCTIONS **The Operations Branch A** performs the following functions:

- ! Develops and implements appropriate operational procedures for review, award, and management of all EPA Headquarters administered assistance.
- ! Awards all headquarters administered projects.
- ! Has the principal responsibility for assuring proper legal and administrative management from preapplication through closeout.
- ! Is the Audit Resolution Official for Headquarters administrative issues applicable to Operations Branch A.
- ! In conjunction with the Policy, Information and Training Branch, assists program offices in the start up of new programs.
- ! Maintains the official administrative project files.
- ! Receives all headquarters assistance applications and unsolicited proposals.
- ! Coordinates unsolicited application review with the Office of Acquisition Management.
- ! Assists in delivery of Grants Management Officer and Project Officer training for program offices and laboratories.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OPERATIONS BRANCH B
GRANTS ADMINISTRATION DIVISION (GAD)
OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Chief, Operations Branch B

REPORTS TO Director, Grants Administration Division

FUNCTIONS **The Operations Branch B** performs the following functions:

- ! Develops and implements appropriate operational procedures for review, award, and management of all EPA Headquarters administered assistance.
- ! Awards all headquarters administered projects.
- ! Has the principal responsibility for assuring proper legal and administrative management from preapplication through closeout.
- ! Is the Audit Resolution Official for headquarters administrative issues applicable to Operations Branch B.
- ! In conjunction with the Policy, Information and Training Branch, assists program offices in the start up of new programs.
- ! Maintains the official administrative project files.
- ! Receives all headquarters assistance applications and unsolicited proposals
- ! Coordinates unsolicited application review with the Office of Acquisition Management.
- ! Assists in delivery of Grants Management Officer and Project Officer training for program offices and laboratories.
- ! Awards and manages from cradle-to-grave EPA's Interagency Agreements and asbestos-in-schools grant and loan program.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

SUSPENSION AND DEBARMENT DIVISION
OFFICE OF GRANTS AND DEBARMENT (OGD)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Suspension and Debarment Division

REPORTS TO Director, Office of Grants and Debarment

FUNCTIONS **The Suspension and Debarment Division** performs the following functions:

- ! Investigation and case development for all EPA suspension and debarment activity.
- ! Coordinates with other Federal agencies and departments specific cases.
- ! Acts as the government's advocate for all suspension/debarment actions.
- ! Negotiates and recommends compliance (settlement) agreements to the Debarring Official in matters regarding the eligibility of contractors, assistance, loans, and other benefit recipients under the Agency's suspension and debarment program.
- ! Serves on government-wide and interagency committees to study complex management problems associated with the Federal debarment program and proposes solutions through Executive Order or other appropriate authority.
- ! Accepts, investigates, and tracks all complaints and other referrals concerning program abuses and events potentially threatening EPA's programs and takes action to protect the Agency, including recommending settlements and taking legal actions where appropriate.
- ! Prepares, coordinates, and presents Agency actions and recommendations to the Debarring Official concerning statutory debarment pursuant to the Clean Air Act, Clean Water Act and other environmental statutes administered by EPA.

BACKGROUND AND SUPPLEMENTAL INFORMATION None.

OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

**ORGANIZATIONAL
HEAD**

Director, Office of Human Resources and Organizational Services

REPORTS TO

Assistant Administrator for Administration and Resources Management

FUNCTIONS

The Office of Human Resources and Organizational Services (OHROS) provides supervision and direction to, and serves as the steward for, the Agency's human resource programs, organizational services, and other designated management activities. Specifically, OHROS performs the following functions:

- ! **Human Resources Programs:** OHROS is responsible for policies, procedures, program development, and implementation of the full spectrum of EPA's human resources functions and programs, and employee services, such as:
 - Benefits
 - Career Transition and Assistance
 - Classification
 - Counseling
 - Employee Relations
 - Employment/Recruitment/Staffing
 - Executive Personnel Administration
 - Incentives and Awards
 - Pay Administration
 - Performance Management
 - Retirement
 - Reductions-in-Force (RIF)/Furloughs
 - Senior Environmental Employment (SEE) Program
 - Training and Learning
- ! **Organizational Services:** OHROS is responsible for developing, promoting, and implementing improved principles, standards, policies, procedures, services, and systems governing the overall organization and workforce of the Agency, as well as managing the Agency's system for establishing internal Agency-wide policies and procedures, also known as "directives." Specific organizational services include:
 - EPA Central Directives System (Manuals, Orders, Notices)
 - Labor Management Partnerships and Relations
 - Organizational Assessment/Design/Evaluation
 - Organizational Consultation
 - Organizational Development
 - Strategic Workforce Planning and Development
 - Workplace Issues
- ! **Management Activities:** OHROS is responsible for providing advice, guidance, and support to Agency-wide initiatives, issues, and priorities, including but not limited to:
 - Cultural Diversity
 - Reinvention

OHROS is responsible for providing support to Agency-wide and interagency councils and committees, and serving as EPA's liaison on interagency management improvement initiatives, such as the:

- Administrator's Management Committee
- Agency's Senior Leadership Council
- President's Management Council
- National Performance Review (NPR)/National Partnership for Reinventing Government

OHROS also is responsible for the assessment/evaluation/review of the effectiveness of human resource and workforce functions, programs, and activities; of organizational structures and the associated functions, programs, and activities.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- ! The Senior Leadership Council is comprised of the EPA Administrator, Deputy Administrator, Assistant Administrators and their deputies, Associate Administrators and their deputies, Regional Administrators and their deputies, the Chief Financial Officer and his/her deputy, the General Counsel and his/her deputy, and the Inspector General and his/her deputy.
- ! The Senior Management Council is a subset of the Senior Leadership Council charged with addressing Agency management issues.
- ! The President's Management Council is comprised of the deputy organizational heads of all the Federal agencies and is charged with addressing Government-wide management issues. EPA's representative to the Council is the Deputy Administrator.
- ! The National Performance Review (NPR) is a six-month review of the Federal Government led by Vice President Gore in 1993 "...to examine federal agencies and issues that cut across agencies..." As a result of NPR recommendations, Federal agencies have implemented a number of changes designed to improve how the Government works. The follow-up effort to the NPR is known as the National Partnership for Reinventing Government.
- ! OHROS has adopted a "one-stop" shopping approach for its customers across the Agency. The "portals" through which HQ customers obtain and receive OHROS programs, goods, and services are the Human Resources Staffs.
- ! The Directives System is EPA's collection of Agency-wide policies, procedures, and guidance in the form of manuals, EPA Orders, notices, or other directives.

EMPLOYEE SERVICES STAFF (ESS)**OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, Employee Services Staff

REPORTS TO

Director, Office of Human Resources and Organizational Services

FUNCTIONS

The **Employee Services Staff (ESS)** is responsible for providing services directly to EPA employees and the public, and for the coordination and integration of Agency-wide employee programs. ESS serves both as a “portal” for OHROS services and products provided directly to individual Headquarters employees and as an advisor and advocate for these employee programs on a National Program basis. As such, ESS performs the following functions:

- ! Partners with the Human Resources Staffs, the Human Resources Officers and other OHROS components to provide the full range of Benefits, Workplace, and Counseling programs necessary to implement the Agency’s Human Resources mission and vision.
- ! Ensures that employees have access to and can obtain information and assistance on Employee Benefits programs such as Retirement and Thrift Savings Plan (TSP) information; Health Insurance; and Life Insurance.
- ! Provides advice and assistance on Workplace Issues such as Workers’ Compensation; Unemployment Insurance; Agency Leave Bank and Leave Transfer programs; and Family Friendly Workplace issues and programs.
- ! Through the Career Resources and Counseling Center, promotes the delivery of OHROS vacancy recruitment and employment services to both individual employees and the public and provides employees access to career and personal counseling and assessment services.
- ! Ensures that sign language and interpreting services are available for Headquarters hearing-impaired employees.
- ! Manages, and acts as the focal point for OHROS, for orientation of new employees and the check-out process for separating employees in Headquarters.
- ! Acts as liaison with the Agency’s Awards Board and manages the Agency’s annual Honor Awards process.
- ! Serves as a liaison with the Agency’s Child Care Centers located in the Washington, DC area.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

OHROS has adopted a “one-stop” shopping approach for its customers across the Agency. The “portals” through which HQ customers obtain and receive OHROS programs, goods, and services are the Human Resources Staffs. However, most Agency employees come directly to Employee Services for personal or confidential services, such as counseling or benefits. Employee Services works collaboratively with the Human Resources Staffs and keeps them informed of the general types of advice, guidance, and services being sought and given to Agency employees, without violating confidentiality of specific employees.

HUMAN RESOURCE STAFFS**OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Directors, Human Resources Staffs #1, 2, 3, 4, 5, and 6

REPORTS TO

Director of OARM's Office of Human Resources and Organizational Services

FUNCTIONS

The **Human Resources Staffs** serve as "portals" through which EPA Headquarters offices and selected field offices access human resource and organizational services, and through which OHROS provides its services to customers. The Staffs are responsible for providing their respective clients offices the full range of products and services offered by OHROS, including:

- ! Core Human Resources Services, such as:
 - Classifying Positions
 - Recruiting and Hiring Candidates
 - Processing All Types of Personnel Actions
 - Updating Personnel Records
 - Conducting New Employee Orientations
 - Conducting Employee Exit Interviews
 - Setting Pay
 - Special Emphasis and Student Programs, (E.g., Disability Employment, Disabled Veterans Programs, Upward Mobility, Cooperative Education, etc.)
 - Advising Customers on New Products and/or Services
- ! Policy Advice and Deployment, including:
 - Providing advice to clients on new human resources regulations, policies and procedures.
 - Interpreting regulations and policies.
 - Providing special information to clients on human resources issues.
 - Communicating human resources trends, emerging Agency human resources issues, positions and changes to clients.
- ! Employee Relations, including:
 - Serving as initial point of contact for Headquarters managers on employee relations issues
 - Providing advice and guidance to managers.
 - Consulting with the Labor and Employee Relations Staff and jointly determining appropriate action regarding conduct or performance issues which may give rise to disciplinary or adverse actions, or the need for establishing a performance improvement period or other such matters in which union involvement may occur.

- ! Employee and Organizational Performance and Development, including providing client offices:
 - Assessment and diagnostic services to identify individual, team and organizational issues and performance improvement needs;
 - Performance improvement services including accessing training opportunities, developing deployment strategies and training plans, facilitating teams, designing and facilitating meetings and retreats, managing organizational development interventions.
- ! Employee Services, ensuring that client employees have access to and information about employee benefits.
- ! Management and Organizational Consulting, such as:
 - Assisting customers and providing initial or ongoing consulting to clients on a variety of management, organizational and human resources issues, including but not limited to:
 - N Change Management
 - N Internal Human Resources Management Systems
 - N Automated Human Resources Systems
 - N Directives
 - N Development of New Human Resources Systems (e.g., Performance Standards)
 - N Reinvention Plans
 - Representing OHROS on customer task forces.
 - Referring clients to other OHROS resources and services.
 - Communicating "best practices" of other organizations.
 - Assisting customers in their strategic planning efforts.
- ! Human Resources Staff #1 also is responsible for:
 - All human resources services for Senior Executive Service (SES), Public Health Service, Schedule C and AD, and international assignments, including policy formulation, guidance and policy interpretation, and advice to senior management Agency-wide on issues regarding these employee groups.
 - Administering the Agency's Senior Environmental Employment (SEE) Program.

BACKGROUND AND SUPPLEMENTAL INFORMATION

The functions of all Human Resources Staffs are the same, with the exception of Human Resources Staff #1, which has responsibility for additional functions and programs noted above. The organizational placement of all Human Resources Staffs is the same; they are Division-equivalent organizations with Directors reporting to the OHROS Director. Only their customer designation might change, at the discretion of the OHROS Director. The OHROS Director has discretion and flexibility to staff up to ten, but no fewer than one, Human Resources Staffs and assign them client offices depending on the needs of the Agency.

HEADQUARTERS OPERATIONS AND LIAISON HUMAN RESOURCE STAFF (HOLHRS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Headquarters Operations and Liaison Human Resources Staff (HOLHRS)
REPORTS TO	Director, Office of Human Resources and Organizational Services
FUNCTIONS	<p>The Headquarters Operations and Liaison Human Resources Staff (HOLHRS) is responsible for:</p> <ul style="list-style-type: none"> ! Coordinating cross-cutting activities and initiatives aimed at advancing the HR Staffs as a high performing, customer-focused organization. ! Supporting Human Resources Staff Director Council-wide, cross-Staff activities. ! Developing HQ Human Resources policies and establishes cross-HRS operating procedures. ! Bench marking and researching best practices for the Council's review and information. ! Evaluating HQ HR processes to eliminate or recommend changes to those which do not add value to the mission. ! Assuring HRS Council-wide compliance with applicable laws and regulations. ! Coordinating development and submission of Staffs' budgets and the management of other administrative issues that have cross Staff impact. ! Coordinating staffing reallocations (short- and long-term) among the Staffs and with other OHROS organizations, including the communication of rotational assignment opportunities. ! Coordinating a consistent and effective approach for delivering products and services to customers. ! Providing guidance and assistance to the Council to standardize, streamline and integrate major HR processes. ! Coordinating requests for assistance from other OHROS components. ! Assuring effective inter-office communication and assures Council representation at all appropriate meetings and conferences. ! Serving as primary liaison with the Office of Personnel Management and other Central Agencies on cross-Staff issues. ! Coordinating Staffs' improvement efforts and pilot projects to assure good information transfer and to avoid duplication of effort. ! Overseeing HQ HR contract(s).
BACKGROUND AND SUPPLEMENTAL INFORMATION	OHROS has adopted a "one-stop" shopping approach for its customers across the Agency. The "portals" through which HQ customers obtain and receive OHROS programs, goods, and services are the Human Resources Staffs. This organization conducts its work for HQ customers in collaboration with, or through, the Human Resources Staffs.

HR-PRO FUNCTIONAL STAFF**OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, HR-Pro Functional Staff

REPORTS TO

Director of OARM's Office of Human Resources and Organizational Services

FUNCTIONS

The **HR-Pro Functional Staff** is responsible for the functional aspects of the PeopleSoft Initiative and provides human resources technical expertise throughout the implementation of PeopleSoft. The Director, HR-Pro Functional Staff, serves as Co-Chair of the PeopleSoft Management Team along with the Director, Information Management and Systems Staff. The HR-Pro Functional Staff performs the following functions:

- ! Reviews and defines EPA human resources requirements; documents process flows; conducts PeopleSoft fit/gap analysis; identifies and resolves gaps/issues; and identifies system modifications required to resolve gaps.
- ! Oversees the Human Resources Functional Workgroup.
- ! Change management and communications. Prepares and delivers project briefings, develops and executes a change management plan, and guides and trains all end-users of the PeopleSoft system throughout the Agency.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

- ! The Human Resources Functional Workgroup is comprised of persons from EPA Headquarters, labs and Regional sites, with functional expertise in Federal and EPA-specific, human resources requirements, policies and business processes. The Workgroup collaborates with the PeopleSoft core project team to research, analyze and confirm functional requirements, and assists in implementing the system in Agency offices.

INFORMATION MANAGEMENT AND SYSTEMS STAFF (IMSS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Information Management and Systems Staff
REPORTS TO	Director, Office of Human Resources and Organizational Services
FUNCTIONS	<p>The Information Management and Systems (IMSS) is responsible for:</p> <ul style="list-style-type: none">! Procurement, design, deployment, implementation and maintenance of major national human resources management systems, including all those included in HR-Pro.! (IMSS Director) Serving as Co-Chair of the HR-Pro Management Team, along with the Director, HR-Pro Functional Staff, to provide technical direction and support to the HR-Pro initiative.! Acquisition, deployment and maintenance of several smaller national systems.! Management of OHROS office automation and all OHROS-specific systems, hardware, and software, including personal computers, small office automation systems/hardware/software, and other related items.! Retrieval of human resources data in a management-friendly form, and the training of OHROS staff in retrieval techniques, as well as in the use of any new systems IMSS may deploy.! Upgrading and maintaining OHROS staff skills in the use of automation and information retrieval techniques.
BACKGROUND AND SUPPLEMENTAL INFORMATION	None

INSTITUTE FOR INDIVIDUAL AND ORGANIZATIONAL EXCELLENCE (IIOE)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

**ORGANIZATIONAL
HEAD**

Director, Institute for Individual and Organizational Excellence (IIOE)

REPORTS TO

Director of OARM's Office of Human Resources and Organizational Services

FUNCTIONS

The **Institute for Individual and Organizational Excellence (IIOE)** is responsible for the development and implementation of national training, learning, and organizational development strategies, systems, products, programs, and services to improve workforce and organizational performance in support of EPA's mission. IIOE functions include:

- ! Providing a full range of training, learning, and organizational development services in partnership with the Human Resources Staffs, the Human Resources Officers, and other OHROS components.
- ! Serving as the Agency's advocate and leader for organizational, team, and individual learning and development.
- ! Developing and implementing a strategic assessment of learning needs based on the Agency's strategic plan.
- ! Researching state-of-the-art and most appropriate approaches to learning, learning technology, and organizational change models, and serving as the Agency's advisor in those areas.
- ! Developing, testing and implementing training and learning approaches aimed at new needs and technologies, cross-Agency constituent groups, and Agencywide core competencies.
- ! Helping the Human Resources Staffs, Human Resources Officers, and Training Officers to develop and implement client-specific training, learning and organizational development approaches.
- ! Providing organizational development and learning support and advice on Agency and Government-wide management initiatives such as reinvention, National Performance Review, Government Performance and Results Act.
- ! Promoting organization, management and leadership effectiveness on an Agency-wide basis and facilitating capacity-building and organizational change. Support all Agency officials and groups by providing consultation and diagnostics on a wide range of organizational effectiveness issues and characteristics.
- ! Supporting Agency quality management activities and being responsible for quality management liaison with outside organizations.
- ! Coordinating experienced facilitation services in support of major Agency meetings and groups.

**BACKGROUND AND
SUPPLEMENTAL**

- ! The National Performance Review (NPR) is a six-month review of the Federal Government led by Vice President Gore in 1993 "...to examine federal agencies and issues that cut across

INFORMATION

agencies...” As a result of NPR recommendations, Federal agencies have implemented a number of changes designed to improve how the Government works. The follow-up effort to the NPR is known as the National Partnership for Reinventing Government.

- ! OHROS has adopted a “one-stop” shopping approach for its customers across the Agency. The “portals” through which HQ customers obtain OHROS programs, goods, and services are the Human Resources Staffs. This organization conducts its work for HQ customers in collaboration with, or through, the Human Resources Staffs.

LABOR AND EMPLOYEE RELATIONS STAFF (LERS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD Director, Labor and Employee Relations Staff

REPORTS TO Director, Office of Human Resources and Organizational Services

FUNCTIONS The **Labor and Employee Relations Staff (LERS)** is responsible for providing nationwide (Headquarters, Regions, and laboratories) policy, guidance and leadership in the areas of labor and employee relations (other than employee benefits and services). Specifically, LERS is responsible for:

- ! Creating and supporting national, regional, and local labor-management partnerships pursuant to Executive Order 12871.
- ! Facilitating, administering, and/or negotiating national and Headquarters labor agreements and providing advice, guidance and assistance to regional and local level negotiations.
- ! Conducting the Agency-head review of negotiated labor agreements pursuant to the Federal Labor-Management Relations Statute.
- ! Coordinating labor and employee relations activities across the Agency, including Headquarters, regional offices and laboratories.
- ! Developing labor and employee relations policies across the Agency, in concert with Strategic Planning and Policy Services.
- ! Providing advice, guidance and assistance on labor and employee relations issues to senior management, human resources offices, and Agency labor/employee relations staffs.
- ! Providing labor and employee relations training to the Agency human resources community.
- ! Coordinating unfair labor practice and representation case processing, and, in coordination with the Office of General Counsel, representing the Agency in significant, complex or precedent-setting formal hearings before the Federal Labor Relations Authority (FLRA).
- ! Coordinating conduct and performance based disciplinary and adverse actions across the Agency to insure consistency with controlling policies, laws, rules, and regulations, consistency across organizational components, and consistency of proposed actions with EPA-wide organizational interests.
- ! In cooperation with the Office of General Counsel, representing the Agency as lead representative or technical advisor in hearings before the Merit Systems Protection Board (MSPB).
- ! Representing the Agency as lead representative or technical advisor in hearings before the Federal Service Impasses Panel and in arbitration.
- ! Representing the Agency in intergovernmental labor and employee relations activities before the Office of Personnel Management and other government organizations.
- ! Overseeing the Agency Drug Testing Program.

**BACKGROUND AND
SUPPLEMENTAL
INFORMATION**

OHROS has adopted a “one-stop” shopping approach for its customers across the Agency. The “portals” through which HQ customers obtain and receive OHROS programs, goods, and services are the Human Resources Staffs. This organization conducts its work for HQ customers in collaboration with, or through, the Human Resources Staffs.

NATIONAL RECRUITMENT STAFF (ESS)**OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)****OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)****ORGANIZATIONAL
HEAD**

Director, National Recruitment Staff

REPORTS TO

Director of OARM's Office of Human Resources and Organizational Services

FUNCTIONS

The **National Recruitment Staff (NRS)** is responsible for overseeing the development and implementation of a comprehensive National Recruitment Program and a National Recruitment Strategy aimed at addressing recruitment issues that cut across functional and organizational lines. Specifically, the organization performs the following functions:

- ! Provides assistance to local Human Resources Offices and Program Offices in both Headquarters and the Regions in implementing their Minority Actions Plans.
- ! Serves as the focal point for coordinating and planning recruitment activities Agency-wide, with major emphasis on finding quality candidates to fill jobs at the entry-, mid- and senior-levels in the Agency. Works closely with the Office of Civil Rights (OCR), unions and other employee groups to ensure that the goals of affirmative action, diversity and equity are addressed in the recruitment process.
- ! In coordination with OCR, provides information to managers and supervisors on employee turnover and workforce data on diversity.
- ! Has lead responsibility for:
 - Developing information on Agency-wide hiring needs.
 - Developing and disseminating recruitment literature and materials.
 - Publicizing and marketing information pertaining to the National Recruitment Program.
 - Putting together an annual "Calendar of Recruitment Events" which includes information on job fairs, conferences, career days, seminars, etc.
- ! Identifies and assembles an Agency listing of recruitment sources and resources that may be utilized by managers and supervisors to meet hiring needs identified in their local recruitment plans.
- ! Establishes a network of Agency recruiters who are designated to recruit for the Agency as well as for their own particular offices.
- ! Works with the EPA Learning Institute to develop workshops designed to provide training to designated recruiters.
- ! Serves as the central point for all the Agency's paid advertising so that this can be done on a more cost-effective basis.

**BACKGROUND AND
SUPPLEMENTAL**

OHROS has adopted a "one-stop" shopping approach for its customers across the Agency. The "portals" through which HQ customers obtain and receive OHROS programs, goods, and services are

INFORMATION

the Human Resources Staffs. This organization conducts its work for HQ customers in collaboration with, or through, the Human Resources Staffs.

ORGANIZATION AND MANAGEMENT CONSULTING SERVICES (OMCS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Organization and Management Consulting Services
REPORTS TO	Director of OARM's Office of Human Resources and Organizational Services
FUNCTIONS	<p>Organization and Management Consulting Services (OMCS) performs the following functions:</p> <ul style="list-style-type: none"> ! Provides the full range of organization and management consulting services in support of the Human Resources Staffs, Human Resources Officers, other OHROS components, and Agency leadership. ! Provides analytic support and advice on Agency organizational and management initiatives. ! Promotes organization, management and leadership effectiveness on an Agency-wide basis and facilitates capacity-building and organizational change. ! Provides consultation and diagnostics to Agency officials and groups on a wide range of organizational effectiveness issues and characteristics. ! Provides staff support to Agency and interagency management committees and task forces — such as Senior Leadership Council, Senior Management Council, President's Management Council — on organizational and management issues. ! Develops and administers, with cooperation of OARM organizations, an Agency management reviews, studies, and assessments designed to measure the effectiveness of management processes within the Agency, including a quality assessment function for the Agency human resources staffs and offices. ! Provides analysis of functions and structures and delegations of authority and facilitates their approval. ! Manages and maintains the Agency's Central Directives System. ! Manages the OARM Management Support Contracts.
BACKGROUND AND SUPPLEMENTAL INFORMATION	<ul style="list-style-type: none"> ! The Senior Leadership Council is comprised of the EPA Administrator, Deputy Administrator, Assistant Administrators and their deputies, Associate Administrators and their deputies, Regional Administrators and their deputies, the Chief Financial Officer and his/her deputy, the General Counsel and his/her deputy, and the Inspector General and his/her deputy. ! The Senior Management Council is a subset of the Senior Leadership Council charged with addressing Agency management issues. ! The President's Management Council is comprised of the deputy organizational heads of all the Federal agencies and is charged with addressing Government-wide management issues. EPA's representative to the Council is the Deputy Administrator. ! The Directives System is EPA's collection of Agency-wide policies, procedures, and guidance in the form of manuals, EPA Orders, notices, or other directives.

While OMCS maintains the Agency Directives System, each Headquarters and Regional Office maintains its own directives system to manage its internal directives.

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PLANNING, BUDGETING, ANALYSIS & ADMINISTRATION STAFF (PBAAS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Planning, Budgeting, Analysis & Administration Staff
REPORTS TO	Director, Office of Human Resources and Organizational Services
FUNCTIONS	<p>Planning, Budgeting, Analysis, & Administration Staff (PBAAS) is responsible for :</p> <ul style="list-style-type: none">! Internal OHROS planning, budget (formulation and execution) and GPRA implementation.! The full range of administrative support services to the Office. These services include:<ul style="list-style-type: none">– Travel– Personnel– Full-Time Equivalent (FTE) & PCB Utilization– Procurement– Financial Management– Space Planning and Management– Telecommunications– Timekeeping Designated Agent– Management Integrity– Coordination of Correspondence Control! Assuring quality control by conducting quality reviews and assessments to measure OHROS performance against customer expectations and needs.! Developing an Office-wide communications strategy for marketing/advertising OHROS services and products.
BACKGROUND AND SUPPLEMENTAL INFORMATION	None

STRATEGIC PLANNING AND POLICY SYSTEMS (SPPS)
OFFICE OF HUMAN RESOURCES AND ORGANIZATIONAL SERVICES (OHROS)
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

ORGANIZATIONAL HEAD	Director, Strategic Planning and Policy Systems (SPPS)
REPORTS TO	Director of OARM's Office of Human Resources and Organizational Services
FUNCTIONS	<p>Strategic Planning and Policy Systems (SPPS) is responsible for the long-range strategic workforce planning needs of the Agency, and for identifying and developing the human resource policies, systems, and processes to address those needs in a systematic and integrated fashion. The organization establishes the framework for which strategic decisions can be made regarding EPA's workforce. Specifically, the organization performs the following functions:</p> <ul style="list-style-type: none"> ! Working in partnership with the Human Resources Staffs, the Human Resources Officers, and other OHROS components, provides the full range of strategic thinking and systems to support Agency managers. ! Serves as a key player in the Agency's strategic planning process, working with senior officials to assure that the skills and capabilities needed by the workforce are planned and integrated to achieve the long-term environmental goals and directions of the Agency. ! Develops and publishes the Agency's human resources strategic plan. ! Develops the institutional infrastructure needed to analyze the Agency's workforce needs, skills, capabilities, and trends, and presents strategic proposals for Agency change in these areas. ! Provides policy and systems guidance to help Agency managers strategically plan for their workforce needs and trends. ! Provides Agencywide leadership, advice, and guidance in the development, issuance, and communication of all OHROS national management and human resources policies, including but not limited to: <ul style="list-style-type: none"> – Reinvention – Employment – Classification and Pay – Labor Relations – Employee Relations – Retirement – Performance Management – Training – Workplace Issues – Senior Executive Service – Recognition and Awards ! Through customer feedback and other mechanisms, monitors the effectiveness of policies and policy implementation. ! Advises the human resources community and Agency line officials on non-routine and particularly complex policy and operational issues.

- ! Provides national leadership in conceptualizing and developing a systems approach to human resources and organizational management at the Agency level. Conducts systems research and innovation to determine applicability to the human resources community and the Agency. Systems needs encompass full range of human resource management, including the:
 - need to provide line managers with more direct access to personnel information for decision-making,
 - ability of employees to access their own personnel information,
 - streamlined and efficient transaction processing for the human resources community, and
 - workforce/organizational analysis and modeling capabilities to support strategic decision-making.
- ! Provides Agencywide reporting and data analysis to OPM, OMB and Congress in all areas of OHROS activities.
- ! Represents the Agency in "scanning the horizon" within the public and private sectors to identify and anticipate major events, shifts in management approaches, workforce and societal trends, and other factors which will impact human resources and organizational management. Based on analysis of these factors, makes strategic recommendations to the Human Resources Staffs, the Human Resources Officers, other OHROS components, and senior EPA officials.

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